

# ELIZABATH JOHN



## Contact

### Address:

Padinjare Varukunnel House  
Nechoor P O, Piravom,  
Ernakulam, Kerala, India –  
686664

### Phone:

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johnelizabeth18@gmail.com

## Personal Details

**DOB** : 15-06-1998

**Marital Status** : Single

**Nationality** : Indian

## Languages

English – A2

Malayalam – A1

Hindi– B1

## Summary

I am seeking a position of Accountant where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous learning and commitment.

## Skill Highlights

- Vouching, Auditing, Accounting
- GST Filing, ITR Filing
- TALLY, Spectrum and WinMan Software and Limited exposure to FINACLE, BAAN, etc.
- Highly organised
- Extreme Accountability & Ownership
- Microsoft Office
- Attention to Detail
- Delivering positive customer engagement
- Initiative Driven
- Collaborative

## Experience

**Account Assistant (Articled Assistant) - 02/2020 to 02/2023**

**JAIMON JOHN AND CO, Chartered Accountants, Piravom**

- Completed 3 years of Articleship.
- Assisted in bank audits, Government Company's audit, internal audits, concurrent audit, stock audits and other major areas of audits.
- Dealt with accounting (TALLY, preparation of payrolls, Financials Statements etc.), Vouching, GST and ITR Filing and general office management.
- Prepared various projects and audit reports.

## Education

**CA INTERMEDIATE – Pursuing**

The Institute of Chartered Accountants of India

**MASTER OF ARTS – Public Administration – Pursuing**

Indira Gandhi National Open University, New Delhi

**Bachelor of Commerce: Finance & Taxation – 06/2016-03/2019**

Mahatma Gandhi University, Kerala

## Reference

**CA Jaimon P John (FCA, ISA)**

Jaimon John and Co, Chartered Accountants, Piravom

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