



EVA ANTONY

Assistant Accountant

OBJECTIVE

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

EXPERIENCE

VICTORY PLYWOOD DISTRIBUTORS (Cochin)

Dates From – 2019-11 to 2020-11

ACCOUNTING ASSISTANT

Perform daily entry of accounting and weekly perform checking and updating. Enter posting of purchase, sales, payment, receipt collection & journal voucher. Maintain cash transaction & petty cash book, preparing cash. Day to day cash & bank transactions. Preparing outstanding list of Debtor & making Payment follow-up. Maintain salary register in MS- Excel.

HIBHAI LABS PVT LTD (Cochin)

Dates from: Nov - 2020-01 to Present

ASSISTANT ACCOUNTANT

Maintain accounting controls by preparing and recommending policies and procedures Communicate effectively with clients. Support month - end and year -end close process. Processed, verified and reconciled accounts payable invoices. Assisting with monthly close activities and accounts payable reconciliations.

PROFESSIONAL COURSE

- TALLY WITH GST
- DATA ENTRY – English

SKILLS

- Thorough knowledge of accounting
- Strong analytical, problem solving, organizational ability
- Written and communication skills
- Observation
- Good communication and team – building skills

17/449 Azheekal (H)
PAI ROAD, KOVENTHA
PALLURUTHY P.O, KOCHI
ERNAKULAM, PIN CODE -
682006



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CERTIFICATIONS

- TALLY WITH GST Issued on 2019
- Data Entry – English issued on 2019

PERSONAL SKETCH

DATE OF BIRTH : 06/05/1999
GENDER : Female
NATIVITY : Indian
MARITAL STATUS : Single

Education

S.D.P.Y College of Commerce, Palluruthy

M.G University
2016 – 2019
B.COM Taxation (Bachelor of Commerce)

S.T Peter's H.S.S Kumbalanghi

Kerala Board of Higher Secondary
2014 - 2016
Plus Two

O.L.C.G.H.S Thoppumpady

Kerala State Board of Examination
2014
SSLC

INTEREST

- Driving
- Surfing in internet
- Listening to music and singing
- Study of new things
- Photography

LANGUAGES KNOWN

MALAYALAM
ENGLISH
HINDI

DECLARATION

I do hereby declare that all the information given above is true to the best of my knowledge and belief.

Place : Cochin
Date : 02/28/2023

EVA ANTONY

