

Francis Rayner Paiva

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SUMMARY

Self motivated professional with an experience in finance, accounts, auditing etc. Seeking a challenging and responsible position to utilise my skills and abilities in a firm that offers me professional growth constantly, which will help me to dedicate fully and work up to my potential.

CAREER OBJECTIVE

To Work with a Rapidly Growing Organization with a dynamic and challenging environment to achieve goal of organization with my best efforts.

SKILLS

Tally ERP9

Hotelier (Accounting Software)

MS Excel

MS Word

Tally Prime

EXPERIENCE

Oct-2020 - Jan-2022

Accounts and Audit
Executive

Consult Inn Associates (Tax practitioners)

- Book keeping and maintaining ledgers and accounts on a daily, monthly and yearly basis on Tally ERP9 and Tally prime for different clients.
- Filing of GSTR1, GSTR 3b and assist in filing annual return GSTR 9
- Assist in Auditing
- Data entry in accounting software
- Collecting information from the clients for IT filling.

Jan-2022 - Till Today

Accountant

The Avenue Regent

- Handling day to day accounting activities.
- Preparation of reconciliation report of cash, bank, ledgers etc
- Verification of all kinds of expense and payments with proper supportings.
- Preparation of various reports to the accounts manager
- Preparing of incentives
- Accounts payable
- Accounts receivables
- Preparing closing stock report on a monthly basis

EDUCATION

Degree/Course

Year of Passing

Mcom (Finance)	2020
KMM college of arts and science , Mg University	
G- Accountant - Tally	2018
G-tech Computer Education ,	
Bachelor of Commerce (Marketing)	2018
Siena College of professional studies , Mg University	
+2 Commerce Stream	2015
GOVT H.S.S. CENTRAL CALVATHY , Higher secondary	
10th	2013
St juliana's Public School , CBSE	

STRENGTHS

Hardworking, Quick learner, Positive attitude, Good communication skill, Punctual and responsible

PERSONAL DETAILS

Address	Raynervilla kochupedikaparambu lane, perumpadappu palluruthy po Ernakulam, Kerala, 682006
Date of Birth	10-10-1997
Gender	Male
Nationality	Indian
Marital Status	Single
Languages Known	English, Malayalam

DECLARATION

I hereby declare the above said things are true to the best of my knowledge

Francis Rayner Paiva