



**ATHIRA P U**  
ACCOUNTS ASSISTANT  
Ernakulam, kerala  
MOB -6238755082 | athiraofficial@gmail.com

## OBJECTIVE

One and Half Years of Impeccable experience in the areas of Finance &Accounts(AP, AR, GL,GST) and all aspects of the accounting to steer the organization to enhanced growth and profitability.

## EXPERIENCE

- **E N S Associates Pvt Ltd (Audit Solutions)**  
*SEP 2021 - MAR 2023*  
Accounts Assistant
  - Preparing Journal Entries And Complete General Ledger Operations.
  - Reconcile and Maintain Balance Sheet Accounts.
  - Administrate Accounts Receivable's &Payables.
  - Experience in GST Filing and Computation,GST Reconciliation and 2B Comparison.
  - Knowledge in Accounts With Inventory.
  - Maintain Petty Cash Account
  - Assist in the quarterly and annual audit process
  - Create and update expense reports
  - Prepare Cash and Bank reconciliation

## EDUCATION

- **Master Of Commerce (Finance)**  
*2021*  
Mahatma Gandhi University (Kerala)  
Result Waiting)
- **Bachelor Of Commerce (Finance&Taxation)**  
*2017*  
Mahatma Gandhi University (Kerala)  
60%
- **Board Of Higher Secondary Education (Plus Two)**  
*2014*  
Govt Higher Secondary School Kalamassery  
83%
- **Secondary School Leaving Certificate (SSLC)**  
*2012*  
St Francis Higher Secondary School For Girls(Aluva)  
83%

## SKILLS

- Communication Skills •Time Management •Critical Thinking and Problem solving. •Accounting and Book keeping •Mathamatical and Analytical Skills •Cofidentiality & Adapatability

## IT SKILLS

- Expertise in Computerised accounting with Tally Erp9
- Microsoft Office (Word ,Excel)
- Limited Exposure in Winman TDS

## LANGUAGES

- English Hindi Malayalam

## PERSONAL DETAILS

- Date Of Birth : 25-12-1996  
Marital Status:Married  
Nationality :Indian  
Passport No :W5998154

## REFERENCE

- **Mr. SANOOP N - "ENS ASSOCIATES PVT LTD COCHIN"**  
MANAGING DIRECTOR  
sanoopn77@gmail.com  
+919446517827

## DECLARATION

- I do hereby declare that the above mentioned details are true to the best of my knowledge and ability



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