

# Mrudhula Murali

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To become associated with a firm in which I may work to my highest potential to fulfil the organization objectives in addition to secure a stable and progressive career path.

## Career Objective

To gain experience in the field of accounting and also utilize my skills, in order to increase productivity of organization and individual growth.

## Skills and Achievements

- Thorough knowledge of Accounting.
- Strong analytical, problem solving, organizational ability
- Written and communication skills
- Ability to deal with people diplomatically,
- Willingness to learn

## Education & Qualifications

2010	<b>S.S.L.C</b> , (Secondary School Leaving Certificate) (90%) (State Syllabus)
2012	<b>Plus Two</b> (Board of Higher Secondary Examination) (80%)
2015	<b>Diploma in Computer Engineering</b> (74%) State Board of Technical Education
2022	<b>B.com Taxation</b> (60%) MG University

## Certificates

- ❖ **Computer Fundamentals, Windows and Tally**
- ❖ **Diploma in Computerised Financial Accounting (DCFM)**

## Computer Skills:

**Packages** : MS Office, Tally ERP.9



## **Work Experience:**

### **Accounts Executive (Aug-2022 to Apr-2023)**

**Impressive Architectural Engineering Solutions, Kochi**

1. Booking day to day transactions with Tally ERP 9
2. Preparation of invoices
3. Preparation of E way bills
4. Monthly filing of online GST Returns

### **Accounts Associate (Jan-2019 to Aug-2022)**

**Anil Nambiar & Associates, Palarivattom, Kochi**

1. Booking entries with Tally ERP 9 & Tally prime
2. Monthly & Quarterly preparation & filing GST returns
3. Registration of various entities under GST
4. Assisted in filing TDS returns
5. Preparation of financial statements of various firms & companies
6. Filing of Income Tax returns of various Firms, Companies & individuals
7. Engaging in Tax Audit

### **Transaction Analyst (Sep-2016 to Oct- 2018)**

**Conduent Business Services LLP, Cochin**

1. Payment processing / Medical Billing



## **Personal Details:**

Date of Birth	14-05-1994
Gender	Female
Marital Status	Married
Father Name	Murali M N



**Languages Known:** Malayalam, English



## **Declaration**

I do here by declare that the above furnished information is true to the best of my knowledge and belief.

**Place: Ernakulam**

**Date:**