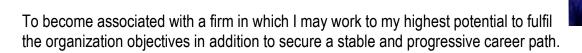
Mrudhula Murali

+91 7594904091 mridhulamurali1494@gmail.com



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

Solution Education Qualifications

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

Certificates

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

(**■**) Computer Skills:

Packages : MS Office, Tally ERP.9



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

<u>Transaction Analyst (Sep-2016 to Oct- 2018)</u> 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

(**E**) 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: