



ABOUT ME

I have 1 year experience in accounting field. I will do the work assigning to me by this company with responsibility and accuracy. I want from this company to develop my carrier through hard work.

CONTACT

PHONE:
7736716431

EMAIL:
lipson601@gmail.com

ADDRESS :
Ethiparambil house SDPY road
palluruthy kochi

LIPSON EJ

EDUCATION

MG UNIVERSITY

2019 - 2022
Bachelor of Commerce in Marketing

WORK EXPERIENCE

DR BOZ PHARMA - ACCOUNTANT

JULY 2022 – (CURRENTLY WORKING)

- Verification of bills and preparation of voucher
- Filing of payment and bank adjustment vouchers
- Preparation of reconciliation of bank accountant debtors and creditors
- Stock and Go down maintain operating by system
- Accounting of receivables and payables
- Maintain salary register in MS-Excel
- Reconciliation of party account and balance confirmation
- Debit note, Credit note, Sundry Debtors and Sundry Creditors Outstanding reports
- Sending details of TDS to head office on monthly basis for remittance
- Follow-up for TDS certificate

TECHINCAL SKILLS

- Tally
- Basic computer application like M.S Office
- Data entry operator
- License holder of 2 wheeler & 4 wheeler