



AMMU.E.S

RESIDENCE ADDRESS

ENJAPPUZHA HOUSE
N.MAZHUVANNOR.P.O
CHEENIKKUZHI
ERNAKULAM
PIN: 686669

Father's Name:E.S.Salim

Sex: Female

Marital Status: Single

Nationality: Indian

Date of Birth: 11th Sep 1996

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8281300599

LANGUAGES KNOWN

English
Malayalam
Hindi

HOBBIES

Reading
Gardening

CAREER OBJECTIVE

To pursue a highly challenging career in administration and accounts, where can apply my knowledge, acquire new skills and take advantage of my skills to effectively contribute to the organization.

WORK EXPERIENCE

Name of the firm:

: **Accounts assistant:** (ENS Associates, vytila)

: **Accounts assistant**

Damaru Network Marketing Pvt. Ltd. Perumbavoor

: **Purchasing department** (tata ceramic kakkanad)

Nature of Duties

- Manage the company's financial accounts, payrolls, budget, cash receipt and financial asset
- Establish tables of accounts, and assign entries to proper accounts
- Reviewed draft financials for accuracy and consistency.
- Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities

Academic Qualification

- *M.com (finance) -Mahathama Gandhi university kottayam (2018 - 2019) (Course Completed)*
- *B.com (taxation) - Mahathama Gandhi university kottayam (2014-2017)*
- Higher Secondary (Science) - H.S.S. Valayanchirangara (2012-2014)
- *Secondary: Bethelehem Girls High School, Njaralloor (2012)*

Computer Skills

- Tally ERP 9 (data entry, GST accounting, Bank reconciliation, financial statement)
- SAP finance (invoice posting with GST, dunning, automatic payment program, customers or vendors report, financial statement, A/C payable, A/C received, opening management, post centre)
- GST (GST rules and concept) GSTR 1, GSTR 3B preparation
- TDS (TDS applicability in business scenario)
- Data Entry Operator (ASAP)
- MS Office (Word, Excel, invoicing, pivot table, V look up, payroll calculation)

Declaration

I hereby declare that the above furnished all details are stands true and in my good faith.

Place: Perumbavoor

Date:

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