

BIODATA

**AMALA JOSEPH
NARUVAPPALLIL(H)
MANJOOR (P.O)
KURUPPANTHARA
KOTTAYAM, KERALA
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CAREER OBJECTIVE

To be the part of an organization that intends to contribute towards the development of the society as well as providing a better opportunity for its employees to be creative in their job as well as attaining the goals of the organization.

EDUCATIONAL QUALIFICATION

- Certificate Course – Hospital Administration –International School of Skill Development. (TUV SUD) (2023)
- Computerised Accounting (Tally with GST) C-DIT (2019)
- Degree - B. A ECONOMICS -St Xavier’s College Vaikom ,(M.G University- 2018)
- PLUS TWO –Humanities In 2015 from St. Little Theresa girls Higher secondary school Vaikom
- SS L C,In 2013, from St. Little Theresa girls higher Secondary School Vaikom

PERSONAL TRAITS

- HONEST & SINCERE
- SELF CONFIDENCE
- POSITIVE ATTITUDE TO WORK
- TEAM SPIRIT
- OPTIMISTIC
- HARDWORKING
- DECISION MAKING SKILL
- SELF MOTIVATION
- PROBLEM SOLVING

PROFESSIONAL EXPERIENCE

- Worked as an Accountant in Tax Practitioner Office at Cochin Solutions Kuravilangad 15th Aug 2019 to 15 Nov 2023
- Worked as an Accountant in Tax Practitioner office at S K Associates Kottayam 1st Feb 2019 to 31st July 2019

PERSONAL DATA

Father's Name : Joseph Paul
Mother's Name : Reji Jose
Gender : Female
Date of birth : 1-12-1997
Nationality : Indian
Religion : Christian
Marital status : Unmarried
Language known : English ,Malayalam
Present address : Naruvappallil (h)
Manjoor P.O
Kuruppanthara
Kottayam

CERTIFICATES

- Certificate in Computerised Accounting (Tally) with A Grade. (C- dit)
- Certificate in Hospital Administration

AREA OF KNOWLEDGE

- Tally entry- maintaining accurate records of transactions using tally.
- MS word, Excel, power point.
- Basic knowledge of Auditing
- Gst Return filing
- Accounts payable / receivable
- Preparation of various reconciliation statements and daily bank position report.
- Gst filing reconciliation – Assist in preparing and filing statutory compliance.

DECLARATION

I Hereby declare that the informations provided above is true to the best of my knowledge and belief. I understand that in the event of any informations being found false or, incorrect, my appointment is liable to be terminated.

Place : Kuruppanthara

Date :15-11-2023