

AISWARYA K.A

Email Id:aiswaryaka999@gmail.com Mob:7510995458, 8330805458 Place:- Munambam , Ernakulam

Skills:

Tally ERP9& Prime
GST Filing & Setoff
MS word
MS Excel
MS Power Point
Critical Thinking
Time management
Client Relationship

QUALIFICATION:

B.com:Computer
Application

2018-2021, M.G University.

Plus Two Commerce:

2016-2018, Directorate of Higher
Secondary Education, Kerala.

SSLC:

2016, Kerala Board of Public
Examination.

Hobbies:

Listening Music
Crafting
Reading
Cooking

Summary

Pursuing an accounting role which requires a motivated, dedicated, above average person, and where individual achievement and performance will be recognized, thereby allowing opportunities for growth and development.

Work Experience:

- ◆ Worked as an Accountant trainee under Nair & Nair Associate- Aluva
02/08/21- 02/02/2023
- ◆ Worked as accountant in Pallathill Traders Aduvassery
- ◆ Currently Working as accountant in RG Visa Consultancy, Athani

- Maintain day to day books of Accounts in Tally.
- Maintain all Accounting voucher entry.
- Day to Day Cash & Bank Transactions.
- Preparing outstanding list of debtors & creditors making payment follow up.
- Enter posting of purchase, sales, payments, receipt collection & journal voucher.
- Calculation of Monthly & Quarterly Goods & Services Tax Returns filling and documentation of tax payments.
- Preparation of Good & Services Tax Return & TDS in GST Return Filling Quarterly & Monthly.
- Prepare profit & loss a/c and Balance sheet.

Languages Known: Malayalam, English, Hindi, Tamil.

Declaration

The above information provided is correct to the best of my knowledge and belief. I shall be grateful if you provide me an opportunity to work with you.

Date:

Place : Munambam , Ernakulam

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