

CURRICULAM VITAE

ATHIRA P D
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Mob-

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CARRIER OBJECTIVE

Seeking a suitable position in Accounts & Finance with a reputed Organization, where my education and experience can continue to the enrichment of myself and growth of the organization.

EDUCATIONAL QUALIFICATION

- B. com (M. G University)
- Plus Two (Board of Kerala)
- SSLC (Board of Kerala)

IT SKILLS

- Through working knowledge in computerised environment
- Systems involving Microsoft Office Packages, MS Word, MS Excel, Power point
- Accounting packages - Tally Prime, Tally ERP 9

WORK EXPERIENCE

Organization	:	M/s. Master of Accounts (Account contractors provide high quality & specialised accounting services to various industries)
Location	:	Vypin - Kerala - India
Nature of work	:	Manuel & Computerized Accounting

Position : Accountant
Period : From 20th May 2022 onwards
Reference : Saji Mathew (Ph. # 8547459049)

JOB PROFILE

- Compile and analyse financial informations and documents to prepare books of accounts and its finalization.
- Maintenance of day book & ledgers.
- Maintain cash & accurately record cash transactions.
- Prepare Income Statement & Balance Sheet.
- Preparation of cash flow and fund flow statements.
- Preparation of Project & provisional Balance Sheets.
- Payroll preparation and Accounting
Checking time sheets and preparing payroll sheet based on monthly attendance report.
- Preparation of purchase & registers, Monitoring Payables and Receivables;
Produce monthly statement accounts.
- Reconciliation of banks, creditors, debtors and intercompany accounts.

PERSONAL INFORMATION

Father's Name : Dileep P B
Date of Birth : 26.06.1999
Gender : Female
Nationality : Indian
Marital Status : Married
Husband's Name : Akhildev C S
Religion : Hindu
Languages known : English, Malayalam

DECLARATION

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

Place :

Date:

ATHIRA P D

