



AMALA A R

ARUKKATT (H)

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KERALA

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CAREER OBJECTIVES

I desire a challenging and expanding employment opportunity in your esteemed organisation for better advancement in my career and to serve your company at the best of my ability.

EDUCATIONAL QUALIFICATION

- B.COM COMPUTER APPLICATION- MG UNIVERSITY- St,Paul's college kalamassery (2018-21)
- PLUS TWO COMMERCE – Board of higher secondary education kerala – GHSS N Paravur (2015-2017)
- SSLC – Board of State Examination –SMHSS Cherai (2015)

ACADEMIC ACHIEVEMENTS

- Certificate in accounting technician (CAT) from ASAP (Additional Skill Acquisition program)
- Certificate in foundation course (English and computer) from ASAP.

COMPUTER SKILL

- TALLY
- TALLY PRIME 3.0,2.0
- MS Office
- Accounting (MS excel)

KEY QUALIFICATIONS & RESPONSIBILITIES

- Awareness of TDS and GST filing.
- Excellent understanding of accounting.
- Processed daily journal entries, entered monthly journal entries for varies clients of the company.
- Processed invoice and account payables and receivables.
- Managed all petty cash and office supply expense accounts.
- Reconciliation of bank statements.
- Ability to understand various financial statements.

INTERPERSONAL SKILLS

- Patience, creative, and dedicated
- Work as a team mate
- Sense of responsibilities
- Honesty
- Self confidence
- Quick decision maker

EXTRA CURRICULAR ACTIVITIES

- Member of JRC (2012-2015)

WORK EXPERIENCE

- **One and half years** of experience in Accounting field, Working as Accounting and Audit Assistant at CA Saghesh kumar Associates, Aluva and related works including various tax calculations, returns filing, preparation of statements of accounts and audit related works.

PERSONAL DETAILS

Date of Birth : 25-10-1999
Sex : Female
Marital status : Single
Nationality : Indian
Religion : Hindu
Languages known : English, Malayalam, Hindi

DECLARATION

I hereby declare that the above mentioned details are correct to the best of my knowledge.

AMALA AR