

**AKHILA GOSH P A**

THEKKUMKATTIL HOUSE

MULANTHURUTHY P O

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<b>Objective</b>	To pursue a growth oriented career with a progressive company in the field of Corporate Finance and Audit that provides a scope to apply my knowledge and skills that would help me contribute my best to the organization
<b>Qualification</b>	<b>Graduation in Commerce</b>
<b>Computer Skills</b>	Proficient in Ms office, Financial Accounting Packages like <b>Tally ERP9</b>
<b>Professional Experience</b>	<p>From October 2016 onwards : As Executive Finance in Mark Associates located at Mulanthuruthy, Cochin– handling its <b>HPCL(CFA Division), Logisitics, etc</b> assigned responsibility of heading the Finance, Accounts, Statutory and operational activities of the company’s operations.</p> <p>Job profile</p> <ul style="list-style-type: none"><li>➤ Preparation of Branch / Division wise Profit and Loss/Forecasting Statement monthly</li><li>➤ Fund Transfer and Fund Management</li><li>➤ Maintain Petty Cash &amp; Statements</li><li>➤ Creation of Provisions (Income and Expense)</li><li>➤ Preparation of TDS/PF/ESIC payment</li><li>➤ Book Keeping and Data entry on day to day basis</li><li>➤ Reporting to the Management</li><li>➤ Analysis of Turn over performance of the company</li><li>➤ Branch Reconciliation</li><li>➤ Preparation of Bank Reconciliation</li><li>➤ Preparation of Outstanding Statements</li><li>➤ Preparation Finalization of Accounts</li><li>➤ Preparation of monthly incentive to each sales executive</li></ul>

	<p>From December 2012 to September 2016 : As Accounts Executive in Lotus Eye Hospital located at Kadavantra, Cochin– handling its <b>Accounts Section of Kadavanthra &amp; Mulanthurthy Branch</b> assigned responsibility of heading the Finance, Accounts, HR and operational activities of the company’s operations.</p> <p>Job profile</p> <ul style="list-style-type: none"> <li>➤ Preparation of Profit Statement monthly</li> <li>➤ Preparation of Sales and Purchase Register</li> <li>➤ Creation of Provisions</li> <li>➤ PF/ESIC Reconciliation</li> <li>➤ Preparation of Collection account Report</li> <li>➤ Preparation of PF ESIC Report</li> <li>➤ Preparation of Monthly Expense Report</li> <li>➤ Preparation of Budget Vs Actual Report</li> <li>➤ Preparation of Statutory Compliance report</li> <li>➤ Preparation of Provision for the next month</li> <li>➤ Book Keeping and Data entry on day to day basis</li> <li>➤ Reporting to the Management</li> <li>➤ Analysis of Turn over performance of the company</li> <li>➤ Preparation of periodical financial statements</li> <li>➤ Preparation of Bank Reconciliation Statement</li> <li>➤ Preparation of Stock Statement</li> <li>➤ Preparation of Salary Statements</li> <li>➤ Preparation of Outstanding Statements</li> <li>➤ Preparation Finalization of Accounts</li> </ul>
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<b>Personal Information:</b>	
<b>Date of Birth</b>	28/05/1986
<b>Nationality</b>	Indian
<b>Languages known</b>	<ul style="list-style-type: none"> <li>▪ English (Writing, Reading&amp; Speaking)</li> <li>▪ Malayalam (Writing, Reading&amp; Speaking)</li> </ul>
<b>Strengths</b>	Self-confident, Optimistic, Good analytical skills, Organizational and inter-personal skills, Adaptable and Quick learner

<b>Reference</b>	<ul style="list-style-type: none"><li>▪ Deepa V G ,H R Manager - Mark Associates Cochin #9447759989</li><li>▪ Janus James ,H R Manager Lotus Eye Hospital Kadavanthra #9947574808</li></ul>
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I do hereby declare all the information furnished above is true and correct the best of my knowledge and belief.

**AKHILA GOSH P A**

