

PROFILE

An enthusiastic and aspiring individual seeking good opportunities to excel. I look for and accept challenges to keep going and build a unique career. Dependable Accounts Assistant acknowledged for reliability and quick learning ability. Detail oriented team player with strong organizational skills. Ability to handle tasks given by the organization.

EDUCATION

ICCA

Enbridg Institute
Ernakulam

Currently doing International Certification in Corporate Accounting from IAAP, London, UK from its Cochin Branch.

M. Com Finance

Mahatma Gandhi University
Ernakulam, India
Awaiting for results

K. G. T. E. English Types Higher and Computer Word processing

Kerala Government Technical Education
2023
Awaiting results

K. G. T. E. English Typewriting Lower and Computer Word processing

Kerala Governmnet Technical Examination
2022 | Ernakulam
Secured First Class

B. Com Finance and Taxation

Mahatma Gandhi University
06/2017 – 03/2020 | Ernakulam, India
Secured Grade - B

XII Science

St. Joseph's C. G. H. S. S Tripunithura
2017 | Ernakulam, India
Kerala State Board
Scored - 78%

X

Saraswathi Vidyanikethan Public School Elamakkara
2015 | Ernakulam, India
C.B.S.E
C. G. P. A - 7.8

Parvathy K

Accounts Assistant



✉ parvathykrishnakumar7810@gmail.com

☎ 9388763663

📅 01/06/1999

🇮🇳 Indian

👤 Single

SKILLS

Tally

MS Excel

VAT

Typing

Typing speed @ 50 w.p.m

Flexibility

Teamwork

Attention to detail

Responsibility

Communication

Adaptability

Time Management

LANGUAGES

English

Malayalam

Tamil



INTERESTS

- Hearing music
- Dancing
- Drawing
- Webtoon reading

CERTIFICATES

- Diploma in Computerised Financial Accounting
- K. G. T. E Typewriting English Lower and Computer Word processing
- K. G. T. E. English Typewriting Higher and Computer Word processing
- K. G. T. E. Shorthand English Lower

PROFESSIONAL EXPERIENCE

Nakshatra Gold and Diamonds

Accounts Assistant

08/2023 – present | Ernakulam

- Organized data into multiple spreadsheets
- Performed administrative and clerical duties such as word processing, data entry, faxing and copying.
- Transferred data and documents accordingly.
- Organized files according to the needs.
- Verification of purchase invoices.
- TDS calculation of purchasing bills of the company.