



DYNA JOSE

ACCOUNTANT

Seeking a dynamic and collaborative work environment where I can apply my skills and contribute to the success of the organisation.

WORK EXPERIENCE

Accountant at Al- Shifa Hospital, Edappally August 2023 – October 2023

- GST Return filing.
- Audit Follow-up
- Monthly closings of accounts
- Submission of report to the Director
- Done all other accounting activities

Accountant at Sathyam Service Trust , Tiruvalla January 2022 – April 2023

- Preparation of Trading and Profit and Loss A/c and Balancesheet.
- Gst return filing in time.
- Preparation of account for yearly audit.
- Trust account management.
- Preparation of documents for FCRA return filing
- Verification of Branch accounts
- Bank reconciliation.
- Managed all other accounting activities.

Assistant Accountant at Sherly George Tax Consultancy , Erumely October 2019 – December 2021

- Preparation of draft P & L a/c and Balance sheet.
- Bank reconciliation
- Checking transactions with general Ledger.
- Facilitating documents for GST Filing.
- Stock Checking activities.

EDUCATION

- **M. Com**

Jul 2017 – May 2019

Shermount College of Arts and Commerce

M. Com Finance and Taxation passed with 79%

- **B. Com**

Jun 2014 – Mar 2017 - St. Thomas Collage

B. Com with Computer Application passed with 76%

- **Plus Two - Commerce**

Jun 2012 – Mar 2014 - SNDP HSS

HSS (Commerce Computer) Passed with 82%.

- **SSLC**

Jun 2009 – Mar 2012

Santhome HS SSLC passed with 86%.

PERSONAL DETAILS

Address:

Alumkaparampil (H)
Muttappally (PO)
Elivalikkara
Kottayam -686510
Kerala

Nationality : Indian

DOB : 22.02.1997

Gender : Female

CONTACT DETAILS

Phone : 73069 76432

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@gmail.com

SKILLS

- Tally Prime
- Tally Erp 9
- MS Excel
- MS Word
- EzCom Software
- Medigreen Software

LANGUAGES

- English
- Malayalam

HOBBIES

- Paper Craft Work