



Merlin Scaria

CAREER OBJECTIVE

My career objective is to work in an organization which provides me with ample opportunities to enhance my skills and knowledge along with contributing to the growth of the organization

WORK EXPERIENCE

ACCOUNTS AND ADMINISTRATION EXECUTIVE

ORION GROUP Muvattupuzha (6 Nov 2023 – Present)

Key responsibilities:

- Preparing Statements: Cash flow P&L, Balance Sheet, Fund flow, Weekly & Monthly Reports
- GST calculation and managing gst related data.
- Handling ERP Software.
- Capturing the data and compiling it into accurate manner.
- Registration and fee collection of the students.
- Keeping Registers and files of students and staff regarding admissions, internal assessments.
- Maintenance of attendance of staffs & students.
- Attending calls for admissions and, following up & maintaining records.
- All other back office & administration support.

EDUCATIONAL QUALIFICATION

St. Stephen's College Uzhavoor 2021 - 2023

M. Com finance and taxation (course completed)
Mg University, kottayam

Marygiri College of Arts and Science Koothattukulam

B. Com Computer Applications 2018 - 2021
Mg University, kottayam
63.7%

Higher Secondary School Koothattukulam 2016 - 2018

12th
Commerce (Computer Applications)
Kerala State Board
79%

L.F.H.S Vadakara 2016

10th
Kerala State Board
76%

merlinscaria2001@gmail.com

9383417582

Choolaikottil (h),
Mangalathuthazham,
Koothattukulam (p.o),
Enakulam, 686662,
Kerala, India

TECHNICAL SKILLS

- M. S word
- M. S Excel
- M. S Power Point
- Zoho Books
- Tally

HOBBIES

- Drawing
- Gardening
- Listening music

LANGUAGES KNOWN

- English
- Malayalam

PERSONAL SKILLS

- Ability to work both individually as well as in a team
- Self motivated
- Problem solving skills and Attention to detail
- Positive attitude

CERTIFICATION

Certificate of completion from udeemy

Zoho books: Accounting & Bookkeeping in Zoho Books