

ROSEMARY SUNNY V

ACCOUNTS ASSISTANT

CAREER OBJECTIVE

- To discharge services with a sense of commitment, sincerity and integrity
 - To work efficiently and grow with prestigious organization in the field of billing, accounts and administration as well as serve the humanity to the best of my ability.
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CONTACT

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✉ rosearyskr@gmail.com

📍 Kanappilli house, Kochal,
Koonamavu P.O
Ernakulam - 683518

SKILLS

- Customer Service
 - Decision Making
 - Teamwork
 - Problem Solving
 - Time Management
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EDUCATION

B.Com (Travel & Tourism)

Sacred Heart Collage, Thevara
MG University, Kerala
2012 - 2015

Computerized Financial Accounting using TALLY

LBS Centre for Science and
Technology
2015 (3months)

LANGUAGES

English
Malayalam

WORK EXPERIENCE

ACCOUNTANT

Urumpadayil Exports pvt ltd Aug 2023 - Present

- Updating Financial statements
- Maintaining accounts receivable and accounts payable
- GST return filing.

CLERK

Medical Trust Hospital, Ernakulam Oct 2019 - Nov 2022

- Pharmacy billing
- Calculating and collecting payments from patients for medical procedures and services
- Preparing medicine and laboratory invoices

ACCOUNTS ASSISTANT

Thomas Manianganadan & Associates,
Chartered Accountants, Kaloor. Dec 2015 - Oct 2019

- Audit of accounts of companies and firms and reporting there on u/s sec.44AB of the Income Tax Act.
 - Filing of Income Tax returns.
 - Bank reconciliation statements for clients.
 - Profit & Loss account and Balance Sheet of clients with audit report.
 - Maintenance of books of accounts of the clients.
 - Verifying payment vouchers to ensure proper internal control and documentation.
 - Verification of monthly invoices.
 - Following up with Clients for collecting outstanding receivables.
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