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Al Karama, Dubai, United Arab
Emirates 500001

LANGUAGES

English

Hindi

Tamil

Malayalam

German

SKILLS

Accounting and bookkeeping

Accounts Payable and
Receivable

Handling MS Office

Punctuality

Strong Communication,
Numeracy and Customer care

Quick Learner

Flexible and able to adapt
quickly to changing and fast
paced environment

Strong understanding of
Accounting Standards

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PROFESSIONAL SUMMARY

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Hardworking and passionate job seeker with strong organizational skills. Ready to help team achieve company goals. Experienced at handling Daily Audit and Balance Sheets. Knowledge and understanding of various Accounting and Finance tools.

PROFESSIONAL EXPERIENCE

June 2020 - June 2021

THUNDIYATH NIDHI LIMITED - Accountant, Pathanamthitta, Kerala

- Handled day-to-day accounting processes to drive financial accuracy.
- Maintained up-to-date knowledge on professional accounting standards to manage financial recordkeeping.
- Gathered financial information, prepared documents, and closed books.
- Maintained computer records of day-to-day financial transactions for easy audit and accuracy.
- Followed up payments and updated records on time.
- Sent payment reminders to customers and ensured timely payment.
- Interacted with customers and established a good rapport with them.

EDUCATION

Master of Commerce, Finance

Catholicate College, Pathanamthitta

May 2020

CGPA : 8.4

Bachelor of Commerce, Computer Applications

BCM College, Kottayam

May 2018

CGPA : 8.7

Higher Secondary Examination, SCIENCE

Easy adaption with new accounting and other software

Expertise in accounting software (Tally ERP9)

PERSONAL INFORMATIONS

- **Visa Status : Husband Visa Holder**
- Passport NO : U4842870
Valid upto 26-07-2030
- Whatsapp Messenger :+91 9072881672
- Date Of Birth : 14.01.1997

HOBBIES

Learning new languages,
Travelling

St. Thomas Higher Secondary School, Pathanamthitta

April 2015

Percentage : 85%

Senior Secondary

SVGVHSS, Pathanamthitta

March 2013

Percentage : 95%

ACADEMIC PROJECTS

An assessment of the Pradhan Mantri JanAushadhi Pariyojana (PMBJK) with reference to the customer experience in Pathanamthitta district. (2020)

- PMBJK: is a Government of India initiative to provide essential medicines at cheaper and affordable rates to all the consumers),
- Primary data for research is obtained through Questionnaire, Interacted with consumers of this scheme from Pathanamthitta district, Kerala to study about customer experience and the Secondary data is obtained through the Annual Report published by the Government of India.
- Made suggestions to improve the scheme. •
- The collected data was analyzed by using Percentages, Ranking, Trend Analysis, Chi Square and One Way ANOVA which is used to test the hypothesis.

Studied customer satisfaction towards Reliance JIO telecom services with special reference to Kottayam town, Kerala. (2018)

- This study helped to ascertain the satisfaction level of customers of Reliance JIO in Kottaym.
 - In this study the Questionnaire method was used to collect data
 - Collected data was analyzed by using SWOT analysis, Percentage and Ranking
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CERTIFICATIONS

- Certification for International Business (2023)
- Certification for Tally ERP9 and Advanced Excel (2021)
- Certification for Reading Financial Statements (2021)