

# Sravya KV

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## Work Experience

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### **Accountant**

Veinz Marketing Pvt Ltd - Kannur District, Kerala  
February 2021 to December 2022

Analyzed Balance sheet account, posted monthly journal entries and maintain company general ledger.  
Performed monthly bank reconciliation.  
Preparing and maintaining petty cash book.  
Monitoring all payments and expenditures, including payroll, purchase orders invoice account statement.  
Organize Financial data for audits.  
Good Knowledge in E- Invoice System.

### **Accountant**

Accounting Centre - Cannanore, Kerala  
September 2019 to February 2021

Accountant  
Good Handling in Eway bill system  
Assist in audits work  
Preparing and Filling GSTR1 and GSTR3  
Prepare necessary Paperwork for tax payment and return

## Education

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### **Master's degree in M. Com**

Kannur University - Cannanore, Kerala  
June 2017 to May 2019

## Skills / IT Skills

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- Accounting
- Microsoft Excel
- Tally
- Tax experience