

ATHIRA A S

ACCOUNTANT

Address:
Trivandrum, Kerala
India

Phone & Mail ID:
+91 7994 231 381 | +91 6238 989 780
athirasugathann03@gmail.com



OBJECTIVE

Accountant with 2+ years experience with excellent knowledge in financial analysis and reports. Seeking a challenging role to further improve expertise, contributing to growth of the enterprise through collaboration and dedication

EDUCATION

B.COM
University of Kerala
2021

LANGUAGES

English	██████
Hindi	██████
Tamil	██████
Malayalam	██████

SOFTWARE

Tally Prime
MS Office
Xero
Easybiz
Wings
Zoho Books

PERSONAL INFO

Date of Birth:
19th March, 2000

Marital Status:
Married

Nationality:
Indian

REFERENCE

NOUFAL A S
Finance manager
Indograce E commerce pvt Ltd
+91 9744 745 454
finance@indograce.com

EXPERIENCE

ACCOUNTANT

Amora fasions, Trivandrum
March 2024 – December 2024

- Handle inventory reports, reconcile stock balances monthly, and manage stock status reports.
- Manage payables, receivables, petty cash, vouchers, and journals.
- Reconciling already documented reports, statements and various transactions.
- Creating, reviewing and presenting budgets.
- Recommending financial actions by analysing accounting options
- Providing guidance on revenue enhancement, cost reduction and profit maximisation.
- Preparing and analysing financial statements like cash flow statement balance sheet and profit and loss statement.

ACCOUNTANT

Indograce E Commerce PVT LTD, Trivandrum
February 2022 – February 2024

- Verify daily sales, banking transactions, and reconcile accounts regularly.
- Maintain meticulous book keeping, update records, and generate monthly MIS reports.
- Handle inventory reports, reconcile stock balances monthly, and manage stock status reports.
- Manage payables, receivables, petty cash, vouchers, and journals.
- Forecast financial requirements, analyze variances, and prepare financial statements.
- Monitor revenue, expenses, and cash flow to minimize unnecessary costs.

ASSISTANT ACCOUNTANT

Rexon Interieurs & Developers
June 2021 – January 2022

- Preparing and entering Sales and Purchase vouchers.
- Bank Reconciliation and PDC entering.
- Ledger Verification of Debtors and Creditors.
- Monthly Stock taking and preparing stock report.
- Maintaining Petty Cash Book.
- Handling of all accounts payables and receivables.

DECLARATION

I hereby declare that all the information given above is true and correct to the best of my knowledge.