

# 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	<div></div>
Hindi	<div></div>
Tamil	<div></div>
Malayalam	<div></div>

### SOFTWARE

Tally Prime  
MS Office  
Xero  
Easybiz  
Wings  
Zoho Books

### PERSONAL INFO

Date of Birth:  
19<sup>th</sup> 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 Interieors & 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.

Athira A S