

DEVI S

📍 Punnamada, Alappuzha | 📞 9746448829

✉️ deviskripa2020@gmail.com

PROFESSIONAL SUMMARY

Qualified Commerce Graduate with experience in Accounting and Auditing. Proficient in financial analysis, bookkeeping, and statutory compliance, with strong analytical and problem-solving skills. Seeking an opportunity to apply my expertise in a challenging role.

WORK EXPERIENCE

Audit & Accounts Assistant

Bijumon Antony & Associates, Alappuzha

(One of the leading Chartered Accountants firms providing accounting, auditing, tax consultancy, and legal services.)

📅 [Duration]

Key Responsibilities:

- Maintained accounting records and recorded transactions, including cash entries and year-end adjustments.
 - Assisted in the **preparation of financial statements**, including:
 - **Profit & Loss Account**
 - **Balance Sheet**
 - **Schedules of Revenue Accounts**
 - **Expenditure Details**
 - **Depreciation Statements**
 - Prepared and filed various **statutory returns**, including **GST filings**.
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EDUCATION

Qualification	Board/University
B.Com Corporation	Kerala University
Higher Secondary (XII)	St.Antony's GH School
Secondary Education (X)	Govt.V&HSS Aryad

TECHNICAL SKILLS

- **Accounting Software:** Tally
- **Office Tools:** MS Word, MS Excel, PowerPoint
- **Operating System:** Windows

SOFT SKILLS

- Strong Communication & Presentation Skills
- Team Collaboration & Leadership
- Adaptability & Problem-Solving
- Project Management

LANGUAGES

- English
 - Malayalam
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PERSONAL DETAILS

Name : Devi S
Sex : Female
Date of Birth : 07/08/2002
Nationality : Indian
Address : Kripa House
Punnamada ward
Avalookkunnu P.O
Alappuzha

DECLARATION

I hereby declare that all the above given information is true to the best of my knowledge.
If I am given a chance to serve in your esteemed organization I assure you that I will discharge my duties to the entire satisfaction of our organization.