RESUME

LINDA M

W/o A K Santhosh

Kizhakkencherry,Palakkad

Kerala,Pin-678684

Mb.No.-7559958856

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Career Objective

I wish to join a progressive company where I would be able to offer the best of my service and grow with it and to contribute to your organization’s success through the use of exceptional customer service, managerial and people skills.

My Strength

* Dedication and drive as a hardworking individual
* Good in accounts
* Patience & saturated in adverse situation
* Self confidence
* Positive approach
* Flexible to any kind of works
* Adaptable to any environment

Education Qualification

* Bachelor of Commerce (B.Com)2010 from Calicut University, Kerala

Professional Experience

HAL Ltd,(Hindustan Aeronautics Limited) as Accounting Assistant (On contract basis) (Jan-2014 to Apr-2019)

Task includes-Payroll Process

Core Responsibilities

* Analyzing the eligibility, preparing and sending cash, cheque vouchers in IFS Finance software for allowances as and when request received by employees.
* Preparing and sending income tax, Professional tax & Esi online payments.
* Recording and advising of supplementary payments in IFS payroll software.
* Preparing BRS (Bank Reconciliation Statement)
* Preparing GST

Software Tools and Package Knowledge

* Windows 98/200/xp/2007
* Basic Microsoft Office
* IFS
* Tally

Personal Details

Date of Birth : 10.01.1990

Marital Status : Married

Nationality : Indian

Religion : Hindu

Language : Malayalam, Tamil, Kannada & English

E-mail : [lindasanthosh05@gmail.com](mailto:lindasanthosh05@gmail.com)

Extra Curriculars Activities

Drawing, Sketching, & Reading

Affirmation

I assure you that all the information’s given this curriculum vitae are true up to my comprehension and I assure you that if I am appointed I will do my job to your absolute contentment.

Your’s Truly

(LINDA.M)