

ARYANISHAD
A R NIVAS
PARAMUKKU
ALTHARAMOODU P O
PH 9567028408

Career Objective:

Looking for a position that will give me an opportunity to enhance my skills and provide me with ample scope for growth and also contribute to organization's goal by the maximum utilization of the conceptual skills and knowledge I have gained through my education.

My Strengths:

A Tally certified result driven professional with expert level hands on experience in handling corporate accounts. Have been working under qualified Chartered Accountants and acquired a clear understanding of accounts, audit and a brief understanding of tax concepts.

Professional Experience:

26 May 2017 – 10 March 2018.

Helping Hands Organisation
Menamkulam, Kazhakkutom.

- Handling all day to today payments, total expenditure, and recording all these to arrive at monthly statements & salary disbursal.
- Yearly Profit and loss calculation and preparing statements for half year and annual audits.
- Recording, maintaining and filing vouchers of all payment or donations made to or received by the firm.
- Maintaining the company bank accounts, online transfers, and all other assets owned by the company. Timely renewing tenures and leases of assets acquired by the company.

15 March 2018 – 18 May 2019

Aadidev and Associates
Chartered Accountant Firm
Attingal.

- As a team member I was responsible to maintain client profiles, create concerned heads, reconciliation.
- Preparing statements, determining purchase and sales tax by comparing vouchers and receipts.

Academic Qualification:

- Bcom Computer Application (2012 - 2014)
SN College, Chempazhanthy.
- Raja Ravi Varma Girls Higher Secondary School (2011 – 2012)
Kilimanoor.

Software Skillset :

Tally ERP 9 certified (2017)

MS Office package & Basic computer knowledge.

Personal Info :

Nationality: Indian

Date of Birth: 04 December 1992

Marital Status: Married

E-mail : aryaraj009@gmail.com

General Information :

Proficient in Malayalam & English.

Have a valid Indian passport.

References Can be provided on requests.

Date : 20/02/2020

Place : Trivandrum