

DEEPA JS

S J Bhavan
Ulloor Gardens -50
Ulloor, Medical College P.O
Thiruvananthapuram - 695011
Kerala, India
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09746930434
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Work Experience – Working as an Accountant (with Tally ERP 9) since December 2010

Qualification – B. Com, Tally ERP 9

CAREER OBJECTIVE

Seeking a challenging job where I can effectively contribute my creativity as well as my technical knowledge and to achieve professional goal through team work.

EMPLOYMENT HISTORY

- 3 years' experience as an accountant in Kumar & Biju Associates, Chartered accountant firm.
- 3 years experience as an accountant in Harikrishnan Associates, Company Secretary firm.
- 2.10 years experience as an **Accountant (with Tally ERP 9)** Luvia Impex Co(manufacturing company), Thiruvananthapuram.
- Currently working in a private company as an Assistant Manager, Accounts.

EDUCATIONAL PROFILE

- **Graduate:**
B Com with Computer Application from SN College under Kerala University, March 2007 (% of Marks – 57)
- **Higher Secondary:**
Completed Higher Secondary (**Commerce**) from St. Mary's Higher Secondary School Pattom, March 2004 (% of Marks – 67)

TECHNICAL SKILLS

- Support Tools like **Tally ERP 9, MS Office and Internet**

Current Duties & Responsibilities

- Maintaining Cash book & Voucher file
- Entering day to day transactions in accounting software

- Preparing monthly Financial Report
- Payroll preparation
- TDS deduction, payment & Return filing
- GST filing

KEY SKILLS

- Hard working
- Team oriented thinking and action

REFERENCE

Available upon request.

PERSONAL PROFILE

Name	:	Deepa JS
Age & Date of Birth	:	33, 27/09/1986
Father's Name	:	C V Suresh Babu
Mother's Name	:	A Jayasree
Husband's Name	:	Viju V.S
Sex	:	Female
Marital Status	:	Married
Nationality	:	Indian
Hobbies	:	Gardening, Interior Decoration
Language known	:	English, Malayalam, Tamil
Contact Address	:	S JBhavan Ulloor Gardens –50 Ulloor, Medical College P O Thiruvananthapuram - 695011 Kerala, India
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DECLARATION

The above mentioned facts are true to the best of my knowledge.

Place: **Thiruvananthapuram**

(DEEPA JS)

Date:

