Wayanad, Kerala [Afsalta8@gmail.com](mailto:Afsalta8@gmail.com) 918086744058

**CAREER SUMMERY**

A dynamic M.COM with Computer Application professional with experience in accounting and book keeping activities, Accounts Receivable, Accounts Payable, GST Taxation, Auditing, Income Tax and other activities such as day to day account keeping, data sorting, audit statement preparations, reconciliation of sales and purchases etc. Rapidly adapt to innovative technologies and possess expertise with Micro Soft Word, Excel, power point and Tally ERP9. Maintained consistent growth in efficiency and achieved various positive feedbacks, Encore and client excellence awards. Dedicated to providing exemplary work and supporting the overall mission of the department and organization

**SKILLS**

* Proficient in Tally ERP9, MS Office Excel, MS Office Word, MS Office Power point, SQL, HTML, Visual Basic
* An ability to work under pressure and complete all tasks in line with the job description
* Commitment to maintenance of accounting principles
* Superior ability to handle multiple accounting tasks
* A reliable, trustworthy and flexible approach to all tasks
* Able to communicate professionally with clients

**WORK EXPERIENCE**

**Accountant Cum Audit Assistant** January 2018 to April 2020

CA THOMAS CS and ASSOCIATES Sulthan Bathery, Kerala, India

**Roles and Responsibilities**

* Preparing daybooks and income and expenditure statement for validating cash inflow and outflow
* Dealing and managing with cash and clients
* Preparing audit statements, vouching, bank vouching, bank auditing, project preparation, income tax, etc.
* Developed and presented financial reports analyzing client’s current accounting needs and proposing viable solutions
* Assisting the other team members while carrying out their duties

**EDUCATION**

* **Master of Commerce with Computer Application** 2019

Bharathiar University Tamil Nadu, India

* **Bachelor of Commerce with Computer Application**  2017

Bharathiar University Tamil Nadu, India

**PROJECTS**

* A study on Traders perception towards GST implementation in India
* Industrial visit on VKC Group of Company Calicut with special reference to Human Resources department

**ACHIEVEMENTS AND AWARDS**

* Participation in Educational Expo 2k18 in Nilgiri College of Arts and Science
* Bharathiar University Intercollegiate Football Championship

**PERSONAL STRENGTH RESIDENTIAL ADDRESS**

* Adaptability THANITHODI HOUSE, CHEERAL
* Flexibility WAYANAD, KERALA
* Analytical Skill INDIA 673595
* Problem Solving
* Self confidence

**LANGUAGES INTERESTS**

* English Web browsing
* Hindi Football
* Malayalam Travelling
* Tamil