

**Archana Balakrishnan**  
**Kizhakkedath H Ezhupunna South P o**  
**Cherthala Alappuzha**  
**Pin 688537**  
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**OBJECTIVE:**

To join a reputed organization and grow with it having keen interest in work, I wish to dedicate myself to the organization and work for complete satisfaction adapting to any given situation.

**ACADEMIC PROFILE:**

- ❖ POST GRADUATION  
M.Com Finance  
MG University, Kottayam
- ❖ GRADUATION  
B.Com with Computer Application, 72% N S S College (2012-2015)  
Ettumanoorappan College, Ettumanoor
- ❖ INTERMEDIATE  
PLUS TWO (71%)  
SMV NSS HSS, Kallara Kottayam

**EXPERIENCE DETAILS:**

- ✓ Worked as Audit assistant for Tax Syndicate Audit Firm Ettumanoor Kottayam  
September 2021 to January 2023
- ✓ Worked as an Audit Assistant Trinee for J J Associates Pattithanam Ettumanoor, Since  
August 2020 to September 2021

**ACHEIVEMENTS**

- ❖ Prepare Books of Account of company
- ❖ Create
- ❖ Preparing GST Filling Report
- ❖ Prepare Statutory calculation (ESI, PF)
- ❖ Experience in TDS work (filling), GST works (filling)
- ❖ Handling Cash and Bank transactions.
- ❖ Bank and Branch Reconciliation

❖ Experience in Billing Purchase and sales

## **REFERENCE**

### **PERSONAL PARTICULARS:**

Date of Birth	04 <sup>th</sup> November 1995.
Fathers Name	Balachandran
Mother Name	Indhira Balachandran
Religion	Hindu
Gender	Female
Nationality	Indian.
Marital Status	Married
Languages Known	Malayalam, English, and Tamil
Another Contact No	8891613397 (Vikas P u (Husband))

### **DECLARATION:**

I hereby submit that all above said information is true to my knowledge.

**Place : Ezhupunna**

**Date :**

Yours truly,  
Archana Balakrishnan