

PROFESSIONAL SUMMARY

Detail oriented team member with excellent organisational skills.Capability to manage multiple projects simultaneously and accurately.A results oriented accountant with extensive experience in financial management and analysis, as well as Data as-  
sociate activities include data processing, data entry, data analysis, and report creation. Well capable of working independently  
as well as collaboratively.I am capable of analysing data from a variety of sources in order to generate useful business insights.I  
am also proficient in a number of software programmes, including Excel, Cizmate, Photoshop, and others

EDUCATION

- 2019

Bachelor of Commerce in Comput-  
ers Application

ST. George College / Vazhakulam

- 2016

Office Secretaryship in VHSE

Sree Narayana Vocational Higher Secondary  
School / Vannappuram

- 2014

Secondary School Leaving Certifi-  
cate

Sree Narayana Vocational Higher Secondary  
School / Vannappuram

SKILLS

- MS Excel

Experienced
- Communication

Expert
- Cizmate

Expert
- Tally ERP9

Beginner
- Microsoft Office Suite

Expert
- Interpersonal Skills

Expert
- Customer Service

Expert
- Data Entry

Skillful

in LinkedIn

COURSES

2019

Tally ERP9

ST. George College

EXPERIENCE

2021 - Now

Accountant  
Signature Interiors & Contractors / Kochi

Accountant at Signature Interiors & Contractors

Demonstrated success in accountancy by providing accurate financial  
analysis and reports to management. Maintained up-to-date financial records,  
managed accounts receivable and payable, and reconciled bank accounts.  
Gained a strong understanding of accounting principles through two years of  
experience in the field.

- Prepared monthly financial statements
- Managed payroll processing
- Supervised budgeting and forecasting activities
- Developed internal control procedures
- Reconciled bank accounts daily
- Analysed monthly expenses
- Handled accounts receivable and payable

2021 - 2021

Accountant  
Eleizon Drugs & Surgical / Kochi

I was the Accountant at Eleizon Drugs & Surgical for more than 5 years.  
During this time, I successfully managed all accounts payable and receivables,  
generated financial reports, and conducted audits. I also provided support for  
budgeting and forecasting processes, as well as implemented new accounting  
systems.

- Led month-end close processes
- Reconciled financials statements
- Monitored cash flow
- Developed internal controls
- Managed accounts payable/receivables
- Generated financial reports

2014

Typewriting

Sree Narayana Vocational Higher Secondary School

LANGUAGES

- English
- Hindi
- Tamil

- Conducted audits



2020 - 2021

Data Associate  
Pramata Knowledge Solutions Pvt. Ltd, / Bangalore

I was a part of a team that worked on various projects for clients. During my tenure I was able to develop strong organizational, analytical, and problem solving skills, which enabled me to:

- Verify data accuracy in databases
- Sorted and processed incoming reports before putting data into processing software.
- Verified accuracy of data before transcribing
- Corrected data entry errors to prevent duplication or data degradation