

SURYA V R

OBJECTIVE : *Seeking a challenging job in an organization that provides an environment of continuous learning among its employees and achieve personal and organizational goals.*



SURYA V R

Email ID:

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Contact no:

Mobile:+919562304409

Personal Data

Date of Birth : 15/05/1995

Sex : Female

Nationality : Indian

Marital Status : Married

Religion : Hindu

Languages Known

English,Tamil , Malayalam

Permanent Address

Vellachalil House

Kanjiramattom P.O

Ernakulam-682315

Kerala

EDUCATIONAL QUALIFICATION

Course/Exam	Institution	Board	%	Year
BCom, Computer application	DB College, Keezhoor	MG University	82	2015
Plus two	St. Ignatius V&HSS Kanjiramattom	Board of Higher Secondary Examination	84	2012
SSLC	St. Ignatius V&HSS Kanjiramattom	Board Of Public Examination	77	2010

ADDITIONAL QUALIFICATION

- MS Office
- TALLY
- GST-Return Filing

STRENGTHS

- Hardworking
- Analytical skills
- Communication and interpersonal skill

HOBBIES AND INTERESTS

- Music
- Dancing

EXPERIENCE-2016-2020

2016-2020 : G Natesan & Co chartered Accountant firm Cochin Branch.

- Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization.
- Preparation of final statements of accounts i.e. Balance sheet, Profit & Loss account, Cashflow statement and the accompanying Schedules, and reconciliation of bank statements
- Journalizing of transactions, Ledger scrutiny etc.
- Filing of GST Returns.

Accounting Work of Cochin Special Economic Zone Authority (CSEZA) From 2016-2020

I still doing the accounting work of CSEZA, including preparation of final statement of account i.e. Balance sheet, Profit & Loss account, Cash flow statement and the accompanying Schedules, and reconciliation of bank statements of Cochin Special Economic Zone Authority (CSEZA). Making all journal entries into tally and posting into ledger.

Job Responsibility :-

- Recording of daily transactions including Banking Transactions to the Tally.
- Reconciliation of Bank Transactions.
- Preparation of Annual Budget and Revised Budget.
- Analyzing & scrutiny of the transactions entered in the Tally for finalization purpose.
- Preparation of Final Statements like Balance Sheet, Profit & Loss Account and CashFlow Statements and Accompanying Schedules and Notes to Accounts
- Preparation of truing up of accounts of CSEZA power distribution system.
- **FILING OF GST RETURNS**

GSTR-1, GSTR-3B, TDS ON GST(GSTR-7)

Expert in MS-Office Excel

DECLARATION

I hereby bring into your notice that above mentioned information is true to the best of my knowledge. I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Kanjiramttom

Date:

Surya V R