

SRUTHI S BINU



PROFILE SUMMARY

To work in a real professional atmosphere, contributing to its vertical growth using my academic and technical skills coupled with hard and sincere work and to be a professional. To continuously improve upon present skills set and by being a team player, add value to the organization and society I am associated with.

CONTACT



Sreerengath Veedu

Kuzhiyam, Chemmakkad PO, Kollam



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Sruthi29binu@gmail.com

SKILLS

- ✓ Proficiency in accounting software(Tally)
- ✓ Msoffice
- ✓ Attention to detail
- ✓ Responsible
- ✓ Communication and interpersonal skill
- ✓ Data entry
- ✓ Time management
- ✓ Critical Thinking
- ✓ Teamwork

Hobbies and Interests

Dancing, Music, Reading, Travel

EDUCATION

04/2022

B.Com in Financial Management

University of Kerala | SN College, Kollam

08/2024

Diploma in Computer Application

CDIT | Infotech Computers Anchalmood

09/2019

Word Processing and Data Entry

Keltron | G-TEC Computer Education Kundara

Ongoing

MBA in Financial Management (Appearing)

Indira Gandhi National Open University

Ongoing

CA Aspirant (Preparing for inter exams)

PROFESSIONAL EXPERIENCE

Ongoing

Audit Assistant at Ali & Krishnan, Chartered accountants (November 2024)

- Maintaining Books of Accounts in Accounting Software.
- Maintaining and reconciliation of ledger accounts
- Preparation and maintenance of computerized books on accounts of various entities confirming with the provisions of Income Tax act, Goods and Services Tax Act, Accounting standard ,etc.

PERSONAL INFORMATION

- ✓ Date of birth : 29/06/2000
- ✓ Sex. : Female
- ✓ Marital status : Married
- ✓ Nationality. : Indian

LANGUAGES

1. English
2. Malayalam
3. Hindi
4. Telugu

