Maintaining day-to-day books of accounts in Tally, bank reconciliation statements and reconciliation of debtors and creditors, maintaining internal audit: store and accounts book, maintaining journal entry sale,purchase & exp invoice, calculation of monthly sale tax/VAT, services tax, GST & TDS filling returns, and preparation ofsale tax, services tax returns, GST returns & TDS returns filling quarterly

**WORK EXPERIENCE**

**AMAL T**

**Date of birth:**

23/04/1996

**Nationality:**

Indian

**Gender:**

Male

**Phone number:**

+919746233739

**Email address:**

malt3739s@gmail.com

**Address:**

Bhaskara Vilasam Chemmakkadu, Perinad, 691501, Kollam, India

(

Home)



**ABOUT ME**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | |  |  |  |  | | --- | --- | --- | --- | | 2023 – CURRENT Kollam, India  ACCOUNTANT at  Simco Kollam  September2022 to april 2023  Accountant at zoltus solution pvt lmtd Kollam  **EDUCATION AND TRAINING** | | |  | | 2023 Kollam, India  **BCOM CO-OPERATION** N.S.S Perayam  2020 Kollam, India  **COMPUTER COMMERCE** N.S.S HSS Prakkulam  2018 Kollam, India  **SECONDARY EDUCATION** G.H.S.S Anchalumoodu  **LANGUAGE SKILLS** |  | |  | | Mother tongue(s): **MALAYALAM** Other language(s):  **UNDERSTANDING** | **SPEAKING** | | **WRITING** | | Listening Reading | Spoken production | Spoken  interaction |  | | **ENGLISH** C1 C1 | B1 | B2 | C1 | | **HINDI** C1 B2 | B1 | B2 | B2 | | *Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*  **ADDITIONAL INFORMATION** | | |  | |
|  |
|  |

**PROFESSIONAL SKILL**

**D I F A**

(Diploma in Indian and Foreign Accounting)

*I here by declare that the above furnished information is authentic to the best of my knowledge and nothing has here concealed.*

KOLLAM , 24/02/2024