

CONTACT

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EDUCATION

**Bachelor of Commerce,
Accounting**
University of Calicut, Kerala

Diploma in Accounting
Master of Corporate Accounting
and Management

RELEVANT SKILLS

- Payroll processing
- Tax documentation and filing(VAT 201)
- Microsoft Excel proficiency
- Software Proficiency
- Accounts Payable/Receivable handling
- Bank Reconciliation
- Petty cash handling

PROFILE

Highly skilled **Assistant Accountant with 4 years** of experience in the retail business seeking professional opportunities. Proven track record of Success in managing accounts payable/receivable, Assisting in preparation of financial statements, and ensuring compliance with accounting regulations.

PROFESSIONAL EXPERIENCE

Assistant Accountant
2019 – January 2023

Diya Gold and Diamonds, Kerala, IN

- Preparing the invoices and handle all the transactions.
- Assisted senior accountants in preparing financial statements.
- Manage accounts payable and receivable.
- Preparation of bank reconciliation.
- Guiding and solving queries of the customer.
- Providing training and assistance.
- Print end of the day report for preview.

Sales Executive
2018 – April 2019

Diya Gold and Diamonds, Kerala, IN

- Presenting and selling of products/ services using well mannered communication skills to existing and prospective customers.
- Establish, develop and maintain positive customer relationships.
- Coordinate sales effort with team members and other departments.
- Reach out to customer leads through follow-ups.
- Continuously improve through feedback
- Handling and resolving customer problems and complaints to maximize satisfaction.

CERTIFICATES

- **Certified professional in Indian & Foreign accounting (CPIFA) from IPA Kerala (2015)**
- **Microsoft Excel global certificate holder (2015)**
- **Specialised in Tally ERP 9.0, SAP B1& Fi and co, Quick Book, Peachtree accounting software's**