



AKSA MATHEW

Accountant cum cashier

CONTACT

+919447915643 , +971561845224

aksamathewaksa1995@gmail .com

Al Muwe ilah,Sharjah

ACADEMIC CREDENTIALS

MASTER OF BUSINESS
ADMINISTRATION with Finance
2021 Annamalai University

BACHELOR OF ARTS with
Economics
2015
MG University, Kottayam, Kerala

PLUS TWO
2012
Board of Higher Secondary
Examination Kerala

SSLC
2010
Board of Public Examination
Kerala

CERTIFIED COURSE

DIFAA (Diploma in Indian an
Foreign Accounting &
Administration)

LANGUAGES KNOWN

- Malayalam
- English

PERSONAL STRENGTHS

- Punctual
- Hard Working
- Positive Attitude
- Self-Confident
- Friendly

PROFILE

Highly Committed And Qualified Accountant with 5 years of Experience in Accounts, Finance, Book keeping, Asset managment, Administration, purchasing, cost controlm Book keeping, Asset managment, etc..Highly Motivated Professional with a Proven Track Record of Deliver- ing Accurate Reports and High Quality Service. Possess a comprehensive understanding of all Aspects of Accounting, Purchasing and financial planning

COMPUTER PROFICIENCY

MS Office -Word, Excel, PowerPoint

Polosys

Billing Software - Infomart 8i.0 (G)

ACCOUNTING SOFTWARE SKILLS

Tally ERP 9

Peachtree

Quick books

WORK EXPERIENCE

ACCOUNTANT CUM PURCHASE ASSISTANT | 2022 - 2024

MARGIN FREE SUPER MARKET, KOCHI, KERALA

ACCOUNTANT CUM HEAD CASHIER| 2020 - 2021

REACH EXPRESS SUPER MARKET, KOTTAYAM

BILLING SECTION| 2019 - 2020

REACH EXPRESS SUPER MARKET, KOTTAYAM

FINANCE FACULTY CUM ACCOUNTANT | 2017 - 2019

ENBRIDG INSTITUTE OF MANAGEMENT AND TECHNOLOGIES,
CHENGANNUR **ACCOUNTING ASSISTANT FACULTY | 2016 - 2017**
ENBRIDG INSTITUTE OF MANAGEMENT AND TECHNOLOGIES,
KOTTAYAM

CAREER OBJECTIVE

To work in a challenging environment that gives responsibility and opportunities to grow and to dedicate my service to a reputed organization to expose my talents and skills.

JOB PROFILE

- Good working knowledge in ERP & Tally
- Knowledge about accounts Payable & Receivable
- Knowledge about accountings works as preparation of ledgers, cash books and final accounts
- Recording of Daily Transactions & Maintaining Register
- Handling Cheque & Petty Cash
- Bank deposit and Bank Activates
- Payroll & Administrative Work
- Preparation of Trial Balance ,P&L Account & Balance sheet
- Prepare forms and manuals for accounting and bookkeeping
- personnel
- Working knowledge of Warehouse activities ,coordinating with suppliers invoice and stock related issues
- Preparing daily sales reports
- Handling daily cash for business
- Operating Cash Registers
- Cash Receipt, Cash Payment, Contra
- Sales & Purchase Entries
- Cash counter closing & prepare CRS Report in Excel
- Expertise in Accounts, Finance and Purchasing Principles.
- Performing basic office task such as filling, data entry, answering phone calls, processing mails etc.

INTERESTS

- Reading
- Listening Music
- Travel and Cooking

REFERENCES

Sachin Benny
Manager,
Reach Express Super
market, Kottayam.
+91 9446088174
sachinbenny95@gmail.com

PERSONAL DOSSIER

Date of Birth : 24-06-1995
Gender : Female
Marital status : Married
Nationality : Indian

PASSPORT DETAILS

Passport No : T4851841
Validity : 25-03-2029

DECLARATION

I, Aksa Mathew solemnly declare that all the information furnished above is true to the best of my knowledge and belief.

Place :
Date :

AKSA MATHEW