



AMRITHA P

Contact

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Address

Al Ras building
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Personal Details

Date Of Birth: 19/04/1998

Nationality : Indian

Passport No : V8230322

Visa Status : Visiting

Expertise

- Tally ERP, Prime
- MS excel
- MS word
- Quick books
- Outlook

PROFILE

Dedicated and detail-oriented accounting professional with two year of experience in managing financial transactions and ensuring accurate reporting. Seeking a challenging position in an esteemed organization where I can utilize my expertise in financial analysis, budgeting, and reconciliations to contribute to the company's growth. Committed to maintaining the highest standards of integrity and ethics while delivering timely and precise financial information. Eager to expand my knowledge and skills in a dynamic and collaborative work environment.

Experience

Finance Associate: Technity Systems International Trading & Services

(Sister concern of RGB broadcasting- Doha branch)

Ernakulam, Kerala-2022 October - September 2023

- Assisting with financial data entry
- Preparing cash flow statement and report
- Manage accounts payables & receivables

Finance Associate: RGB Broadcasting Equipments Pvt. Ltd

Ernakulam, Kerala | 2022 October - September 2023

- Forecast cash flow position, related borrowing need and available fund for business activities.
- Manage & execute the preparation of company's budget.
- Create & maintain a documented system of accounting policies & procedure.
- Maintain banking relationship.
- Maintain auditing relationship.
- Assisting with accounts payable and accounts receivable.
- Manage & execute the company's tax payments and procedure.

Junior Accountant: Chaithanya Associates (Tax consultancy)

Kannur, Kerala | 2021 September - 2022 September

- Assisting with financial data entry
- GST return filing
- Accounts management of various clients
- Assisting in conducting auditing works
- Reconciling accounts
- Assisting with financial reporting

Achievements & Awards

- 2019- Best performing student award
- 2019- Top scorer award

Language

- English
- Malayalam
- Tamil
- Hindi

Academic Qualification

M.com Finance, Don Bosco Arts & Science College

Kannur, Kerala | 2019 - 2021

B.com Computer Application, Don Bosco Arts & Science College

Kannur, Kerala | 2016 - 2019

Skill set

- **Financial Analysis:** Strong analytical abilities to evaluate financial data, conduct financial modeling, and assess investment opportunities.
- **Accounting Knowledge:** Understanding of accounting principles, financial statements, and bookkeeping practices to ensure accurate recording and reporting of financial transactions.
- **Microsoft Excel:** Proficiency in Excel is crucial for data analysis, financial modeling, and creating reports.
- **Financial Software:** Familiarity with financial software applications used for data analysis and reporting, such as Tally Prime, QuickBooks, or other enterprise resource planning (ERP) systems.
- **Budgeting and Forecasting:** Ability to create budgets, perform financial forecasting, and monitor financial performance against forecasts.

Declaration

I hereby declare that all the above information is true and correct to the best of my knowledge and belief.

Amritha. P



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