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Block E, Commercial Building  
Al karama

# ATHUL C S

## ACCOUNTANT



### EDUCATION

#### Master of Commerce

IGNOU : 2021-2023

#### Bachelor of Commerce and Taxation

M.G University : 2015-2018

#### Certificate in Accounting

Tally with GST : 2018

### SKILLS

- Natural willingness to help
- Able to work productively and instinctively with good initiative
- Reliable, trustworthy and an excellent understanding of customer care and service.
- Able to build good relationships with colleagues and customers.
- Confident in communicating with a wide range of people.

### HARD SKILLS

- Knowledge of Tally
- Microsoft NAV
- Posibolt
- Microsoft Office.

### PERSONAL DETAILS

- Date of Birth : 20 March 1997
- Marital Status. : Single
- Nationality. : Indian
- Passport Number : T8857683
- Visa Status : Visiting Visa

### DECLARATION

Taking full respect and magnitude of your company, I am pleased to inform you that you give me an opportunity to prove myself I will try my level best for the satisfaction of the company and the superior.

### PROFILE

An experienced accounting expert seeking a challenging role with a rapidly growing organisation. Bringing my skills and years of experience to assist the company with accounting operations and procedures.

### EXPERIENCE

#### CENTREAL BAZAAR

ACCOUNTANT DEC 2022 - NOV 2023

- Maintaining general ledger
- Compute taxes and prepare tax returns
- Manage all accounting transactions
- Reconcile accounts payable and receivable
- Preparing sale invoices

#### SYLCON

ACCOUNTANT NOV 2020 - NOV 2022

- Identified potential problems, excessive spending, and solution.
- Generated and maintained sales inventory report
- Verification of data and maintained outstanding report for debtor and creditors.
- Recording bank transaction and reconciliation
- Preparing sale invoices

#### MALABAR TOURS AND TRAVELS

ACCOUNTANT JULY 2019 - SEP 2020

- Maintaining cashbook and day book.
- Document controlling.
- Payroll preparation.
- Maintaining documents of the customers / clients.

#### SD TRAVELS

ACCOUNTANT DEC 2018 - JUNE 2019

- Maintaining cashbook and day book.
- Maintaining documents of the customers / clients
- Payroll preparation.