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DOB: 29/07/1999
Marital status: Married
Visa status: On visit visa
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AREAS OF EXPERTISE

- Tally With GST, VAT
- Advanced Excel
- Foreign accounting concept
- Quick book
- Peachtree, Payroll management

PERSONAL DOSSIER

Nationality: Indian
Languages: English, Malayalam

EDUCATION

-B.Com from M E S Asmabi College P
Vemballur Calicut University in 2020

SKILLS

- Customer service skills
- Public Relations
- Time Management
- Effective communication
- Team work
- Leadership

CERTIFICATION

Master Accounting Professional

- Manual Accounting and book keeping
- Live documents-accounting preparation
- Office administration and advanced MS EXCEL

PROFILE SUMMARY

I would take it as a privilege, if get a chance to associate myself with your esteemed organization to give better pace to my career and bring this level of success to your company with full dedication, creativity and passion to think differently

WORK EXPERIENCE

1 year experience as a cashier cum accountant in Safari Cycle Emporium at Kodungallur

Key Deliverables

- 1. Cash Handling and Transactions:**
 - **Processing Payments:** Handle cash, credit card, and digital payments from customers.
 - **Issue Receipts:** Provide receipts for transactions and ensure they are accurately recorded.
 - **Cash Reconciliation:** At the end of shifts, reconcile cash in the register with sales records.
 - **Cash Deposit:** Deposit cash collected into the company bank account, ensuring proper documentation.
- 2. Accounting Tasks:**
 - **Bookkeeping:** Record daily financial transactions (sales, purchases, expenses) into accounting software or ledgers.
 - **Ledger Management:** Maintain accurate general ledgers and subsidiary ledgers for the company.
 - **Invoicing:** Prepare and issue invoices to customers for goods or services rendered.
 - **Bank Reconciliation:** Match cash records with bank statements to ensure accuracy and completeness.
- 3. Financial Reporting:**
 - **Monthly/Quarterly Reports:** Prepare basic financial reports like Profit & Loss statements and balance sheets for management review.
 - **Expense Tracking:** Ensure that all company expenses are tracked and categorized correctly.
 - **Tax Documentation:** Assist with preparing documents for tax filings (GST/VAT, income tax, etc.).
- 4. Customer Service:**
 - **Addressing Queries:** Handle customer inquiries regarding payments, receipts, and general transaction issues.
 - **Resolve Discrepancies:** Investigate and resolve any discrepancies in payments or accounts with customers and vendors.
- 5. Inventory Management (If Applicable):**
 - **Stock Recording:** Ensure that cash transactions are reflected accurately in inventory records.
 - **Inventory Balancing:** Assist in maintaining proper stock records and track the cash equivalent of sales for inventory.
- 6. Compliance and Security:**
 - **Adherence to Policies:** Ensure compliance with company policies regarding financial transactions, cash handling, and accounting procedures.
 - **Fraud Prevention:** Monitor for any potential discrepancies or fraudulent activity.
 - **Audit Preparation:** Assist in internal audits and ensure all financial records are up to date and accurate.
- 7. Administrative Support:**
 - **Filing and Documentation:** Maintain organized filing systems for receipts, invoices, and other financial documents.
 - **Assist with Payroll:** If applicable, help with payroll processes, including maintaining employee time records and processing payments.