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NOUPHAL N



OBJECTIVE

“Visionary and innovative technical skills in accounting and also doing office works and finance jobs, customer focus, creativity, passion, experience, and leadership skills.

PROFILE SUMMARY

- ❖ More than 1 year experience in cashier job
- ❖ Very well knowing Tally and GST
- ❖ Accounting transactions are doing well
- ❖ Doing financial affairs
- ❖ Payroll preparation
- ❖ GCC VAT
- ❖ Professional Tax calculation

STRENGTH

- Capability of getting work done with customers with a positive approach
- Maturity to do new things alone if got trained
- Working in different companies help me to gather knowledge about different working cultures
- Malayalam, English and Hindi, Tamil language

WORK EXPERIENCE

- Chaithanya Eye Hospital and Research Institute – Trivandrum, Kerala India 01 and half year Experience
- GK Tax Practioner Accounts Assistant 3 Year Experience

PROJECT

To find the bad debt amount in CGHS Insurance and the reason behind it in Chaithanya Eye Hospital

EDUCATION

- Degree in B.com Finance and Taxation from St. Joseph College Moolamattom, Idukki, Kerala in 2017 with 75%
- Plus Two Commerce from Board of Higher Secondary Examination from St. Mary's H.S.S. Arakulam 2014 with 90%
- SSLC from Board of Examination Kerala from St. Mary's H.S.S. Arakulam in 2012 with 90%

TECHNICAL TRAINING/CERTIFICATION

- Tally ERP9.0
- MS Office, Excel
- GST Certificate
- GCC VAT Certificate

PERSONAL DETAILS

Marital Status : Married
Date of Birth : 09th April, 1996
Nationality : Indian
Language : English, Hindi, Malayalam, Tamil
Hobbies : Reading, Singing

DUTIES AND RESPONSIBILITIES

- MGST-data preparation and filling
- Banking statement and reconcillaion
- Daily report generation
- Salary preparation
- Cash book entries
- Petty Cash book
- Purchase and sale entries
- GCC VAT filling experienced
- Professional Tax Calculation
- Accounts receivable and Accounts payables

