



# PRIMA M G

Accounts Assistant

## Experience

TRICHUR HEART HOSPITAL (SUN MEDICAL & RESEARCH CENTRE) (2023-2024)-**1 YEAR**

- Fixed asset reports and schedule preparation.
- Insurance analyzing and Reconciliation.
- Prepare and update documents needed for GST filing.
- Bank reconciliation
- Purchase order preparation
- Agreements preparation
- Salary workings
- Cash counter In-charge

Augustine & Associates (2021-2023)-**2 YEAR**

- Monitored balance sheets and income statements to evaluate financial performance.
- Prepared data and audit files for external audit.
- Checked figures, postings and documents for correct entry, mathematical accuracy and proper codes.
- Filed and archived financial statements and accounting files.
- Performed month-end account preparations for pre-payments, accruals, profit and loss and balance sheet.
- Reviewed general ledger entries for accuracy and completeness.
- GST return filing

## Education

**Master of Commerce :Mcom**

Chinmaya Mission College (Calicut University, 03/2020 )  
Finance And Accounting

**Bcom**

Chinmaya Mission College (Calicut University, 03/2018)  
Finance

## Skills Summary

- Communication
- Data Management
- Supervision and Leadership
- Microsoft Office
- Computer Skills
- Dependable and Responsible
- Attention to Detail
- Written and Verbal Communication
- Active Listening
- Organization and Time Management

## About Me

I am an Accounts Assistant, supporting data entry, maintaining financial records, and ensuring accurate documentation for efficient accounting operations.



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Bur Dubai, Dubai, UAE



Indain ,  
Married



17-3-1998

## Language

- English
- Malayalam

## Expertise

- Microsoft Office
- Tally
- Hyson Soft
- Typewriting

