

Preetha Rose E S

Accountant

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Cochin , kerala

SUMMARY

Detail-oriented and analytical accountant graduate with 3 years of experience who desire to thrive an accountant position in an esteemed organisation

EXPERIENCE

Accountant

2021 - 2023

Tropical bath solution pvt ltd

Edapally

A company dealing with tiles and sanitary

- Oversee monthly payroll functions for a large body of employees
- Prepare tax returns and company accounts
- Manage accounts receivables and payables
- Updating financial statements
- Manage financial transactions in cordination with bankers and insurers
- Purchase invoice entries
- Import payments and entries
- Bank reconciliations

Junior Accountant

2020 - 2021

AJ Associates

Cheranallur,
Ernakulam

A tax consultant firm

- Preparation of tax computation and returns
- Purchase invoice entry
- Bank reconciliation

EDUCATION

Bachelor of Commerce in computer application

2016 - 2019

Mahatma Gandhi University, Kerala

St pauls college
Kalamassery

HSE

2014 - 2016

St. Teresa's Covent Higher Secondary School

Kochi, India

STRENGTHS

Willingness to learn

being open to – or seeking out – new experiences, skills and information that improve my abilities and capabilities

Time management skills

Highly organized with strict adherence to deadlines

Adaptive

Flexible to work according to business requirement

SKILLS

Leadership · Team Management ·

Problem solving · Teamwork ·

Adaptive · Positive attitude ·

Time management skills

EDUCATION

SSLC

2013 - 2014

Lady of Mount Carmel, Convent
Highschool

Kochi, India

LANGUAGES

English

Proficient

Malayalam

Native

Hindi

Intermediate