

SURYA O

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Puthuveetil puthuvel S.v m PO
Kozhikode, karunagapally,kollam
Pin:690573



OBJECTIVE

To obtain the position of an accountant where i can contribute my knowledge and experience for the organisation that will also give me an opportunity to build my career and acquire new skills and expertise.

EXPERIENCE

2-1-21 - 2-12-22

Faymarq consultancy services

Accounts assistant

- *Journalising overall business transactions.
- *Prepared monthly, quarterly and annual financial statements.
- *Maintained general ledger and subsidiary accounts.
- *Tax computation and regular return filing.
- *Bank reconciliation.
- *Debtors and creditors reconciliation.
- *Raising invoices to clients.
- *Accounts payable and accounts receivable.
- *Maintained cash book .
- *Payroll processing.
- * MS Excel.

5-12-22 -

Alhind tours and travels

Accountant

- *Raising invoices to clients.
- *Debtors and creditors reconciliation.
- *Prepared monthly and yearly branch reconciliation reports.
- *Maintained general ledger and subsidiary accounts.
- *Inter branch reconciliation.
- Daily reconciliation of cash and bank.
- *Cash management

EDUCATION

2016-19

Kerala University
B.com

2019

Educare Ventures , karunagapally
Tally Erp 9

SKILLS

- Financial statements
- Tally
- Ms excel
- Inter branch reconciliation
- Cash and bank reconciliation
- Payroll processing
- Accounts payable and receivable
- Problem solving
- Effective communication
- GST filing

REFERENCE

- **Satheer Ahammed - Faymarq consultancy services**
Chief Accountant
satheer@parpella.com
- **Shafeek yousuf - Alhind tours and travels,karunagapally**
Branch Manager
Managerkgp@alhindonline.com