



A. DERSHA S

Summary

I would describe myself as hard working, honest, and reliable. I work diligently to meet deadlines and am always truthful with my clients and superiors. I am also highly responsible, which means I take my commitments very seriously. I am able to communicate effectively with others, work well in a team environment, and be a leader when needed. I am also creative, which allows me to think outside the box and come up with new ideas. I can be a part of the growth and development of the company by being helpful and contributing my skills and knowledge to help the company achieve its goals. I am committed to doing my best to help the company grow and prosper, and I wish to be a part of that journey.

Contact

Phone

9961975597

Email

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Address

B.S. Nivas, puthmana,
koonayil Paravoor, kollam

Date of birth

21-10-1998

Nationality

Indian

Languages

English
malayalam

Skills

- M.S. Office
- Tally prime
- Quick book
- Peachtree
- Digital keying
- Google sheets
- Tax forms
- Data entry
- Book keeping
- Tax accounting
- cash flow analysis
- financial statements

Education qualification

- SSLC
- Plus two (commerce)
- Graduation in b com (co-operation)

Additional qualification

- Certificate in Data Entry and Console Operation (CDECO)
- Diploma in Foreign Accounting (DFA)
- The fundamental of digital marketing

Experience

- Sarath and associates,
According, taxation & GST
practitioners,
paravoor, kollam.
(08-03-2019 to present)

- 4 year experience as gst consultancy office assistant
- 4 year experience as accounts assistant

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|-------------------------------------|-----------------------|
| • Accounting & Book keeping | • Vat calculation |
| • Posting purchase & sale bills | • Accounts payable |
| • Bank reconciliation process | • Accounts receivable |
| • Gst filing (Gstr 1 & Gstr 3b) | • Income tax return |
| • Preparation of payroll statements | • TDS return |

Passport details

- Passport number : W 7773185
- Date of issue : 16-12-2022
- Date of Expiry : 15-12-2032
- Place of issue : Trivandrum