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SUMMARY

Emerging accounting professional ready to develop career foundation with expanding operation. Dedicated to keeping records accurate and controls tight to meet all business needs. Systematic and well-organized, capable of leveraging initiative and resourcefulness to deliver excellence in meeting business objectives.



EXPERIENCE

Account's Manager

CALICUT HOSPITAL AND NURSING HOME Sep 2021 - Present

- Monitor status of accounts receivable and payable to facilitate efficient processing.
- Filing GST returns.
- Manage petty cash.
- Accurately calculate deductions and process payroll.
- Evaluate employee expense reports and verify accuracy.
- Help prepare month-end, quarterly and year-end closings.
- Follow up clients for financial matters such as payments due.
- Reduce financial discrepancies, effectively reconciling bank accounts and organizing information into accounting software.
- Preparing Monthly tax summery.
- Manage Cash and Bank Accounts accurately.
- Reconcile cash,bank,accounts payable,accounts receivable etc.

Account's Trainor

METIX SOFTWARE SOLUTIONS Aug 2020 - Sep 2021

• Teach -How to prepare accounts in Metix software to clients.

ACCOUNTANT

MRK FACTORY OUTLET Feb 2020 - Sep 2021

- Manage Petty cash.
- Accurately calculate deductions and process payroll.
- Preparing monthly summery.
- GST Filling.
- Reconcile cash, bank, accounts payable, accounts receivable etc...
- Evaluate employee expense reports and verify accuracy



Quickbooks

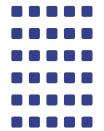
Ms Office

Teamwork

Communication

Peachtree

TALLY





English

HINDI

ARABIC





Bachelor's in Commcerce Calicut University

Feb 2017 - May 2019

MASTER OF ACCOUNTING KERALA University

Aug 2019 - Jan 2020