**ZOLA GEORGE**

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Mowaileh Commercial

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522588506 (

Rony Thomas/Husband

)



# Career Objective

 To obtain a position in a result oriented company that seeks an ambitious and career conscious person, where acquired skills and education will be utilized towards continuous growth.

# Professional skills

* Can handle independently accounts.
* Proven strength in problem solving, coordination and Financial analysis.
* Strong analytical and organizational skills.
* Prepare monthly and yearly financial statement.
* Excellent skills in communication and negotiation.

# Academic & Professional Qualifications

**M.Com (Finance)**

 Mahatma Gandhi University, Kottayam 2007 – 2009

**B.B.A** **(Bachelor of** **Business Administration)**

 Mahatma Gandhi University, Kottayam 2003 – 2006

**SSLC**  State Board of Examination- Govt. of Kerala/India (2001)

**PLUS 2**  Board of Higher Secondary Examination-Govt. of Kerala/India (2003)

# Computer Certifications

* **TALLY ERP 9**
* **MS OFFICE 2007**

# Professional Experiences

 Name & Address of the Employer : Kosamattam Finance Ltd, Kottayam, India

 Period of Employment : 27 June 2014 – 30 Sep 2015

 Designation : Audit Executive

* Checking of company records cash/bank invoices.
* Tracing and finding out the customers.
* Checking of records.
* Preparation of monthly reports and assist in month end closing.
* Verification of Books of accounts.
* Handling all computer related jobs and day-to-day correspondence.
* Handling of Auditing team and assign their day to day programs.
* Coordinate the activities with the staff and the senior auditor concerned

 Name & Address of the Employer : Babu Ottapilakal &Co.(Chartered Account firm)

 Period of Employment : 01 Dec 2012 – 28 Feb 2014

 Designation : Audit Assistant

* Verify and inspect accounts receivable and payable ledgers and general ledger for the accuracy.
* Check all accounting and clients databases are updated and functioning properly.
* Coordinate the activities with the staff and the senior auditor concerned.
* Prepare balance sheets in the interest of the organization.
* Study, inspect, balance sheets and other related financial statements and records.

# Project Work

Final Project:

Institution: KAVANAR LATEX LTD, KERALA, INDIA

Topic: A Study on Working Capital Management of Kavanar Latex Ltd.

Duration: 3 Months

# Personal Profile

|  |  |  |
| --- | --- | --- |
|  Husband’s Name  | :  | Mr.Rony Thomas  |
|  Sex  | :  | Female  |
|  Date of Birth  | :  | 07th June 1985  |
|  Marital Status  | :  | Married  |
|  Nationality  | :  | Indian  |
|  Visa Status  | :  | Resident visa  |
|  Languages Known  | :  | English, Hindi and Malayalam  |

# Declaration

 I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place:

Date:

 **ZOLA GEORGE**