

Keerthana K

Dubai

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Seeking a dynamic and challenging career with an organization of repute, which gives value addition to the organization as well as offers an opportunity to enhance my professional skills while getting a high level of satisfaction and recognition.

Work Exposure

Good work exposure in handling accounts of any type of business organization from vouching to preparation of final accounts. Experience in handling Tax Affairs and working knowledge in preparation & e-Filing of Tax returns. Work experience in modern computer accounting software.

Work Experience

Accounts Assistant

IPA Accounting Consultancy - Calicut, Kerala

August 2018 to January 2019

Worked as an Assistant Accountant in JM Audits (Tax, Accounts and Audit Professionals). Kozhikode from November 2016 to May 2017

Worked as an Accountant cum Office Assistant in Jyothis (Distributors of Khaitan Fans and Syska LED) Atholi, KOZHIKODE from November 2014 to October 2016.

Education

Master's in Commerce

Calicut University - Kerala

April 2017 to May 2019

Bachelor's in Commerce

Calicut University - Kerala

June 2011 to May 2014

Skills

ACCOUNTING (3 years), VAT (1 year), PEACHTREE ACCOUNTING (Less than 1 year), QUICK BOOKS (Less than 1 year), Tally ERP 9.0 (3 years)

Additional Information

Computer Knowledge

Post Graduate Diploma in Indian & Foreign Accounting (PGDIFA) from IPA Kerala.
Specialized in MS Office- Microsoft Excel.

Specialized in Tally ERP 9.0, Quick Books, Sage 50 & Peachtree Accounting Software.
Specialized in GST & VAT.

Knowledge in Computer Fundamentals, Windows XP, Windows 7, Linux.

Professional Diploma in Computerised Financial Accounting.