

## RESUME

**Akhila Johnson**

**Address :** W/O Lijo P J  
Puthoor house  
P.O Pottore Thrissur  
680581  
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## CAREER OBJECTIVE

Looking forward for an opportunity to prove my potential in present challenging environment and competitive globalization scenario by hard work and disciplined approach.

## EDUCATIONAL QUALIFICATIONS

Qualification	Institution	Year of passing	Percentage
CMA Final	Institute of cost accountants of India, kolkata	2018	Persuing
CMA Intermediate	Institute of cost accountants of India, kolkata	2018	53.12%
B.Com Finance	Vimala college Thrissur (Calicut university)	2016	86%
PLUS TWO	Sacred heart C.G.H.S.S Thrissur	2013	90.4%
S.S.L.C	St.sebastian C.G.H.S. Thrissur	2011	82%

## PROFESSIONAL EXPERIENCE

COMPANY	DESIGNATION	YEARS
TENNY JOSE LTD EAST FORT THRISSUR 680005	ACCOUNTANT	TWO YEARS
T T DEVASSY JEWELLERY, VADANAPPILY, THRISSUR 680614	ACCOUNTANT	1 YEARS & 6 MONTHS

## NATURE OF WORK DONE

- ♣ **Tally Prime** entries –sales , purchase, bank entries, expense entries
- ♣ General administrative and office work
- ♣ Receivables calculation
- ♣ **Bank** Reconciliation
- ♣ Checking of **day to day** accounting transactions
- ♣ **Reconciliation** of customers and suppliers accounts and **ledger** scrutiny
- ♣ Follow up of customers accounts and timely payments to suppliers
- ♣ Invoicing
- ♣ **E way** bill prepration
- ♣ Bank Reconciliation
- ♣ **GSTR 1** preparation and filing
- ♣ **GSTR 2B** reconciliation
- ♣ **GSTR 3B** calculation and filing
- ♣ **TDS** calculation and filing
- ♣ **Salary** works –**ESI** ,**PF** calculation and payment
- ♣ Excel works
- ♣ MS office

## STRENGTH

- Communication skills
- Presentation skills
- Leadership skills

## ACHIVEMENTS

- Completed six months practical training as teaching in finance, accounting, costing, taxation, management etc
- Certificate for Three Day Training on Communication and Soft Skills for CMA Intermediate
- Course certificate for Hospitality and Event Management offered by Vimala college, thrissur
- Participated in state level seminar on Career guidance by vimala college thrissur
- Completed 30 days css work during the period 2013 to 2016

## LANGUAGE KNOWN

Languages	Read	Write	Speak
English	✓	✓	✓
Malayalam	✓	✓	✓
Hindi	✓	✓	✓
Tamil			✓

## PERSONAL DETAILS

Father Name : Johnson CK  
Mother Name : Jessy Johnson  
Date of Birth : 6th July 1995  
Sex : Female  
Nationality : Indian  
Religion : Christian  
Hobbies : Litreture works and to hearing music

## **REFERENCE**

1. CMA Anoop N Gopal , Profinz( oral coaching centre for CMA) , Ph: 9495633294
2. CMA Praveen Kumar , Profinz, Ph: 9744028994
3. Midhun cr HR tenny jose ltd ph: 7403477070
4. Lijo Johny, Accountant, TT devassy jewellery, Ph:9995373781

## **DECLARATION**

I hereby declare that all the information given above is true to the best of my knowledge

Date :27.04.21

Place: Thrissur

Akhila Johnson