



### **Email Id**

divyaratheesh2016@gmail.com

### **Mobile**

+91 9605820981

### **My Profile**

Name :DIVYA T S

Address:PADINJAREMECHERY(H)  
SREEMOOLANAGARAM  
P.O EDANAD 683580

Date of Birth : 26.03.1990

Gender : FEMALE

Religion : HINDHU,NAIR

Nationality : INDIAN

Marital Status : MARRIED

Languages:  
MALAYALAM,ENGLISH,HINDI

## **RESUME FOR ACCOUNTANT JOB** **DIVYA T S**

### **Career Objective**

To pursue a highly challenging career in Administration and Accounts, where can apply my knowledge, acquire new skills and take advantage of my skills to effectively contribute to the organization..

### **Educational Qualifications**

- B.COM With Computer Application
- M.COM FINANCE

### **Technical Qualification**

- Tally erp9,GST Tally,M.S office, Tax, E-filing
- GST billing
- Online Payments
- Online Advertisement
- Prepare the Bank Reconciliation
- ESI& EPF calculations
- E-way billing

### **Work Experience**

➤ **Company : Steel House**

Work Experience : 2 Years  
Designation : Accountant  
Location : Kalady , Ernakulam

➤ **Asaad Margin Free Supermarket**

Work Experience : 2 Years  
Designation : Accountant  
Location : Kalady , Ernakulam

## Academic Profile

Exam	Institute	Board/University	Year of Study
M.COM FINANCE	SSV COLLEGE VALAYANCHIRANGARA	M.G. University, Kottayam	2011- 2013
B.COM WITH COMPUTER	MARTHOMA COLLEGE PERUMBAVOOR	MG university	2007- 2010
XII	MGM HSS KURUPPAMPADY	State board	2007

## Job Profile

- Accounts
- Preparing Payroll
- Client Retention

## Areas of Interest

- Co ordinate and Motivate Subordinate
- Accounting

## DECLARATION AND SIGNATURE

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

Place: PERUMBAVOOR

DIVYA T.S

Date:

