



Personal

- Address**
Muzhangumthara (H), Kothad PO, South
Chittoor, Ernakulam-682027
Ernakulam
- Phone number**
0502835201
- Email**
meerakrishna20073@gmail.com
- Date of birth**
25-05-1987
- Place of birth**
Kottayam
- Gender**
Female
- Nationality**
Indian
- Marital status**
Married

Interests

- Dancing, Singing, Editing, Travelling etc

CURRICULUM VITAE

OBJECTIVE

Be a part of a global corporate where I can use my academic knowledge and experience for continuous improvements and growth of the organisation and career.

SKILLS AND CAPABILITIES

Good knowledge of accounting and bookkeeping procedures

Advanced MS Excel skills (creating spreadsheets and using financial functions)

Familiarity with accounting software

Organizational and time-management skills

Attention to detail, with an ability to spot numerical errors

Work experience

- Audit Assistant** Jul 2021 - Sep 2021
Regi Panikkar and Associates, Chartered Accountants, Ernakulam
Financial accounting and Auditing (Tally)
- Finance Assistant** Oct 2013 - Jun 2021
Amrita College of Nursing, Amrita Institute of Medical Sciences and Research Centre,
Kochi, Ernakulam

RESPONSIBILITIES

- Update day to day financial transactions
- Prepare balance sheets
- Track and reconcile bank statements
- Create cost analysis reports
- Process tax payments
- Support monthly payroll and keep organized records
- Record accounts payable and accounts receivable
- Process invoices and follow up with clients, suppliers and partners as needed
- Provide administrative support during budget preparation

- Tele Caller** Jan 2009 - Jun 2009
HDFC Bank, Ernakulam
Telling customers about bank benefits through tele calling and opening more accounts, as well as NRI accounts

Education and Qualifications

MBA Finance St. Antony's College, Kanjiramattom (Bharathiyar University), Kottayam Course completed	2009 - 2010
B.Com with Computer Applications Devaswam Board College, Keezhoor (MG University), Keezhoor	Jun 2005 - May 2008
Professional Deploma in Computerised Finance Accounting RUTRONIX, Thiruvananthapuram, Thalayolapparambu Tally, MS office and Excel	Jul 2008 - Dec 2008

Skills

Word	● ● ● ● ●
Excell	● ● ● ● ●
Tally	● ● ● ● ●
Typewriting	● ● ● ● ●

Custom section

Passport Number : V1002954
VISA No :