



SRUTHI V L

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CAREER OBJECTIVE

Looking toward to associate myself with an organization where there is a potential for growth and realization of individual abilities and contribute to an organization success through my professional skills. ability to effectively communicate, interact with executives ,management and staff, Looking for a challenging opportunity with a reputable company or group where my skills and experience will have a valuable impact.

PROFESSIONAL EXPERIENCE

➤ **Junier Accountant (1 SEP 2022 TO 17 JAN 2023)**

UNI MED MEDICAL EQUIPMENTS TRADING LLC

➤ **Accounts Assistant (1 year Experience)**

ENS Associates P LTD, COCHIN (1 JAN 2021 TO 2 FEB 2022)

Company profile : tax consultant company in cochin, Kerala-India ,mainly focused on tax consulting help to clints and it is a chartered accountant firm.

Job profile

- verify and monitor petty cash Transactions
- Preparation of Sales and Purchase Bills using TALLY.ERP
- Debtors Follow up
- Posting of receipts from customers
- Prepare GST and Filing of GST returns
- Passing day to day purchase sales and journal entries and timely follow up for the payment
- Managed various aspect of accounting such as Account Reconciliations, Accounts Receivable/Payable, Accounting Software

Computer Skills

- Tally, Ms Office, power point, Adobe Photoshop ,
- Fully competent with MS-Excel, MS-Word
- Internet and email

Educational Qualification

- Bachelor of Commerce, Kerala University, Kerala, India
- Association of chartered certified accountants (still doing)

- Plus- Two (Commerce)-HSE, Kerala, India (2016-2018)

Certification

- Tally
- Ms office & Excel

Personal Strength

- Adaptive - Learn new things, quickly
- Hardworking – willing to work
- Capable for work independently and team
- Positive attitude towards works
- Good communication skill
- Able to priorities and manage task effectively

Languages Known

- English, Malayalam , Hindi and Tamil

Personal Profile

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|-----------------|--------------|
| Nationality | : Indian |
| Sex | : Female |
| Marital Status | : Unmarried |
| Date of Birth | : 22-12-1999 |
| Passport Number | : W0263667 |

I hereby declare that the statement mentioned above are true and correct to the best of my knowledge and belief.

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