



PRAISY SAJAN

Contact

Mobile: 65180561

Second Number: 66464294

DOB: 07/06/1998

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VISA STATUS: TRANSFERRABLE
VISA NUMBER 18

Languages

English

Malayalam

Hindi

Skills

Adaptability

Accounting (Tally ERP 9 & Tally Prime)

Clear communication

Critical thinking

Detail oriented

Decision making

Enthusiastic

Hardworking

Profile

I am an experienced and responsible accounting professional with a strong background in compiling and analyzing financial data, including monthly and yearly reports. Skilled in ensuring financial records comply with established policies and procedures. Seeking an accounting role where I can consistently deliver high-quality financial services that contribute to the organization's goals and profitability.

Education History

Master of Commerce in Finance 2019 - 2021

Kerala University

Bachelor of Commerce in Computer Application 2016 - 2019

Kerala University

HSS Higher Secondary Education 2014 – 2016

Work Experience

Blessy M Mathew Associates, Kottarakara, Kerala Apr 2022 – Mar 2024

- Managed all accounting operations based on accounting principles.
- Prepared all financial statements such as balance sheet, profit and loss account, debtors and creditors statement.
- Assisted in month-end and year-end close activities.
- Collected, analyzed and summarized account information.
- Very good knowledge in filling of TDS, payment of tax, accounting entries and generation of form 16A.
- Very good knowledge in filling of GST returns and preparing accounts for GST computation.

Leadership skills

Microsoft office

Well organized

Problem-solving

Areas of Expertise

Financial Accounting

Accounting Tally ERP 9 & Prime Gold

Financial administration MS Office applications

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CA Kiran S & Co. Kottarakara, Kerala, Nov 2019

(2-month internship for Master of Commerce)

- Receivables and payables managing
- Monthly reporting
- Petty Cash handling
- Cash, Cheque and Bank Book maintenance
- Bank Reconciliation
- Tally data entry including sales, purchase, receipts, payments, bank reconciliation statement