



# ASMA .P

## ACCA FINALIST AND GRADUATE

### PROFESSIONAL SUMMARY

A result driven and self-motivated ACCA pursuant who completed 8 papers and Bcom graduate with one year of experience as Accounts Executive at NELLARA GROUP OF COMPANIES

### WORK EXPERIENCE

#### Accounts Executive

NELLARA GROUP OF COMPANIES , Kerala - India

- Experience in Working in Tally
- Entering Sales and stocks in tally
- Maintain the accounts receivable and accounts payable ledgers
- Summarizing current financial status by collecting information
- Preparing Balance sheet, Profit and Loss statement and other reports
- Communicate with manager and or Director on work status and client issues the arise
- Support month-end and year-end close process

### EDUCATIONAL HISTORY

#### ACCA

Association of Chartered Certified Accountants

- ACCA part qualified
- Completed 8 out of 13 papers

#### Bachelor of Commerce ( Finance)

University of Calicut| 2016-2019

- 3.64 CGPA

#### Skills

- Strong knowledge of International Financial Reporting Standards (IFRS) and International Standards of Auditing
- Experience in accounting software's like Tally, Odoo etc
- Excellent oral and written communication
- Ability to work both independently and as part of team with professional at all levels
- Ability to handle multiple task and responsibility in a deadline oriented environment and flexible working hours
- Planning time management skill
- Easily adapt to changes and embraces new technologies and systems
- Strong administrative and numeracy skills and ability to analyze complex data with good attention to details

### CONTACT ME AT

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#### Computer Skills

- Basic Knowledge in HTML and computer hardware
- Accuracy and speed in typing
- Proficiency in MS office Applications

#### Training & workshops

Fundamental practice Training-MS Excel for Finance(September 2020)

- Data Analysis workshop(June 2021)

#### Personal Details

Nationality -Indian

Date of Birth -30/04/1999

Gender - Female

Marital Status- single

Visa Status -Visit

Language -English ,Malayalam  
Hindi(Moderate)

Passport No -U277336

Notice Period -Immediately