



NIMMY BERLY

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CAREER GOALS

Experienced, detail-oriented Accountant seeks a position which will allow utilization of my problem-solving skills and development analytical skills, as well as an advanced understanding of popular accounting and tax software.

- ✦ Excellent Accounting knowledge and experience in Tally & Peachtree.
- ✦ Excellent computer skills.
- ✦ Expert typing speed and data entry.
- ✦ Excellent interpersonal, communication and organizational skills.

EDUCATION

Bachelor of Commerce | 2019 – 80% Mark
Mar Gregorious Abdul Jaleel Arts and Science College
University/Board: Mahatma Gandhi University

Higher Secondary | 2016 – 85% Mark
St. Sebastian's Higher Secondary School
Board: Kerala State

School Secondary | 2014 – 82% Mark
St. Joseph's Higher Secondary School
Board: Kerala State

TECHNICAL SKILLS

- ✦
- ✦ Proficient in MS Word, MS Excel, and MS PowerPoint.
- ✦ Tally ERP 9 accounting software with VAT, CST, GST, Excise, and Service Tax.
- ✦ Knowledge about C++ language and HTML software.
- ✦ Good skills in Web designing and Photo shop.
- ✦ Good typing speed and language proficiency which will help me to make more quality documents in minimum time.
- ✦ Good knowledge with Internet & Email communication technologies.

CAREER EXPERIENCE

Designation: Junior Accounts Officer
January 2019 – April 2022
Organization: State Bank of India Life Insurance Company Limited

Responsibilities:

- Preparing financial documents such as invoices, bills and accounts payable & receivable.
- Completing purchase orders.
- Completing financial reports on a regular basis and providing information to the finance team.
- Managing day-to-day transactions.
- Verifying balances in account books and rectifying discrepancies.
- Verifying bank deposits.
- Preparing Trading Profit and Loss account and Balance sheet.
- Liaising with clients & colleagues for proper work execution.
- Protects organization’s values by strict confidentiality policies.

PERSONAL VITAE

Age & DOB	:	22, 30-May-1999
Nationality	:	Indian
Sex	:	Female
Religion	:	Christian
Marital Status	:	Single
Language Proficiency	:	English, Hindi, &Malayalam
Passport	:	V7935123
Passport Expiry	:	08.03.2032

DECLARATION

I hereby declare that above mentioned particulars are true to the best of my knowledge

Date: Nimmy Berly