

MEERA DEV.T



DEVARAJA BHAVANAM, SRPM P.O
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OBJECTIVE

To Associate myself with a leading company and execute the work as an accountant and also to grow as a professional in my field.

ABILITIES

- Sincere And Hard working
- Quick learner
- Good in convincing others
- Handles multiple responsibilities
- Good listener

ACADEMIC QUALIFICATION

MASTERS OF COMMERCE (M.COM)

SCHOOL OF DISTANCE EDUCATION,

BHARATHIAR UNIVERSITY, COIMBATORE

2017-2019

BACHELOR OF COMMERCE (B.Com) – CO OPERATION

KERALA UNIVERSITY, THIRUVANANTHAPURAM, KERALA

2014 – 2017

XIIth STANDARD - COMMERCE WITH POLITICALSCIENCE

BOARD OF HIGHER SECONDARY EXAMINATION, KERALA

2012 – 2014

Xth STANDARD

BOARD OF PUBLIC EXAMINATION, KERALA

2012

WORK EXPERIENCE

1) GKS TRADING COMPANY { PART TIME}

Duration : 11/2021 – PRESENT

Designation : Billing

Preparation of purchases and sales invoices

2) SAJU & ASSOCIATES

GST & INCOME TAX CONSULTANTS

Duration : 12/2020 – PRESENT

Designation : Accountant

Location : ARAMATHUMADAM, THODIYOOR,

- GST Registration, Migration and Return Filing
- VAT calculation & Filing
- Audit work
- Tax documentation
- Income tax calculation
- Eway bill generation
- Monthly Bank Reconciliation
- Preparation of purchases and sales invoices
- Preparing outstanding list of Debtor & making Payment follow-up, preparing of Tax invoices, Valuations & Performa Invoice
- Data Entry

PASSPORT DETAILS

Passport No. : U3365355
Date of Issue : 01/07/2020
Date of Expire : 30/06/2031
Place of Issue : Thiruvananthapuram

PERSONAL DATA

Name of Father : DEVARAJAN
Name of Mother : THANKACHI
Date of Birth : 21-09-1996
Marital Status : Single
Gender : Female
Nationality : Indian
Linguistic Ability : English, Malayalam

ADDITIONAL SKILL

- Microsoft Office-Excel , Word and Outlook etc
- Tally ERP 9.0
- CA WINMAN ERP
- Office Manager
- BILLIZ- Billing Software

3) Praveen Narayan & Associates

- Chartered Accountant's Firms

Duration : 04th APRIL 2019 To 03rd DEC 2020
Designation : Accountant cum Audit Assistant
Location : Kerala, INDIA

- GST Registration, Migration and Return Filing
- AUDITING
- Preparation of Projected Balance Sheet
- Preparation of financial statements
- Preparation of Petty Cash Book
- Manual & Computerized accounting up to finalization
- Prepare reconciliation statement
- All kind of bank works like cheque/cash depositing and withdrawing and transfer of funds
- Knowledgeable in Tally ERP 9, Microsoft Office, CA Winman ERP & other accounting software

REFERENCES

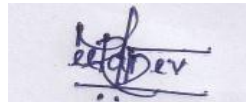
SAJU SUBAIR
GST & Income Tax Consultants
Aramathumadam, Thodiyoor
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Email: saju.tax09@gmail.com

Declaration

I, **MEERA DEV.T** do hereby declare that the above information is true and correct to the best of my knowledge and belief.

Thanking you,

MEERA DEV .T



Date:-