

AMAY N

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A: Ernakulam, 682001, India

Nationality:

Indian

Place of Birth:

Fort Kochi

Date of Birth:

22/08/2000

SKILLS

Basic Knowledge in Computer

Time management

Relationship management

Active Listening

Good Team Work

Self Motivation

Account reconciliation

Invoice verification

Sales summary

Payroll processing

Bookkeeping support

Coordination

MS Word/ MS Excel

PROFILE

I am adept at handling multiple tasks on a daily basis competently and at working well under pressure. My key strength is to build strong relationship between with people in order to deliver the best result. I always love to participate as a team player to give in the best of my capabilities.

EDUCATION

St.Pauls public school Ernakulam, Ernakulam

2016 - 2018

The Cochin College Ernakulam Under MGU, Ernakulam

2018 - 2021

Bcom Taxation & Finance I have completed Bcom Taxation and finance Under Mahatma Gandhi University. Along with Bcom Taxation and finance graduation a open course brand mangement for six month was also attended which was under MGU syllabus

PROJECTS

Britannia Company

Organisational Study About Britannia I have completed six month project about the topic "**Organisational Study About Britannia Company**".

EXPERIENCE

Accounting Assistant | Friday Solutions, Ernakulam

- Reconciled accounts against statements, Supporting accurate balance.
- Determined available cash balance working closely with managers and account payable team.
- Helped obtain payments from customers with timely invoicing and follow-up on past-due accounts.
- Verified invoices against orders and processed weekly volume on-time and with high accuracy.
- Checked Figures, postings and documents for correct entry, mathematical accuracy and proper code.
- Kept records current with daily transactions posting.
- Processed payroll for more than hourly and salaried employees.
- Received, Recorded and banked cash checks and vouchers.
- Assisting for audit
- Filed GST for various companies, Partnership firm and Individuals
- Working with TDS Returns of various companies

LANGUAGES

English(Speaking, Writing, Reading)

Malayalam(Speaking, Writing, Reading)

Tamil(Basic)