

CONTACT

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📍 BABU NIVAS
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KONDOTTY (P.O)
MALAPPURAM (DT)
KERALA - 673638
INDIA
PASSPORT NO: T3428516



EXPERIENCE

29-10-2018 - TILL
DATE

- **KUTTIAMU AND SAKEER CHARTERED ACCOUNTANTS**
ARTICLED ASSISTANT
Articled Assistance with 3 year plus experience at "Kuttiamu and Sakeer Chartered Accountants" having a standing of more than 35 years
*Thorough in basics accounting and preparation of financial statements
*Expert knowledge computerised accounting Tally
*GST return filing
*Income tax return filing
*Audit of companies

EDUCATION

2019

- **UNIVERSITY OF MADRAS**
BACHELOR OF COMMERCE

2018

- **The Institute of Chartered Accountants of India**
CA-IPCC

2014

- All India Senior School Certificate Examination (AISSCE)

2012

- All India Secondary School Examination (AISSE)

SKILLS

- Willingness to learn and learning to practice
- Good analytical ability
- Structured mind to work in a industry and ability to meet deadlines
- Living in a reliable and trustworthy environment

TECHNICAL SKILLS

- Proficient in MS office applications (Excel, Word) and Computerised accounting (Tally).
- Good knowledge of internet banking and E-Commerce transactions and internet utilities.
- Good knowledge in preparation of weekly, monthly reporting format for financial management and planning
- Consulting ability and practical knowledge in Goods and Services Tax and income tax
- Handling and maintaining accounts including finalization and preparation of financial statements considering all commercial laws

LANGUAGE

- Malayalam
- English
- Arabic
- Hindi

REFERENCE

- **CA KUTTIAMU M.V - "Kuttiamu and Sakeer Chartered Accountants"**
Chartered Accountant
kuttiamuandsakeer@gmail.com
+91 9562200400