



LEENA THANKAM SHAJI

Puliprivilayil Jithin Villa Manakala P.O, Adoor Pathanamthitta District

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Summary

One year experienced Accounts Assistant cum Auditor Assistant expert seeking a challenging role with a rapidly growing organisation. Bringing my skills and a year of experience to assist the company with accounting operations and procedures.

Experience

- **Sajive Associates Chartered Accountants, Adoor, Pathanamthitta, Kerala** 26/06/2021 - Present
Accounts Assistant cum Auditor Assistant

Roles and Responsibilities are;

- Preparation of Books of Accounts in computer with basic Accounting Principles.
- Preparation of Financial Statements.
- Collected and analysed clients data's and up-to-date recording of financial transactions.
- Performed audit assignments, post and process journal entries, prepared monthly financial statements and maintained financial documents and records in confidential.
- Update accounts payables and receivables, support in month end and year end closing process.
- Preparing accounts and monthly filing of GSTR-1, GSTR-3B Returns and monthly reconciliation with GSTR-2B.
- Submitting Annual Tax Returns and assisting in Income Tax Return Filing of the clients.
- Assisting in Bank Branch Audits.
- Preparation of Financial Certificate, Receipts & Payments, Income & Expenditure Accounts.
- Maintaining and keeping of petty cash funds.

Education

- **N.S.S College, Pandalam, Pathanamthitta** 2018 - 2020
M.Com Finance
77.3%
- **Mar Chrysostom College of Arts and Science, Paranthal , Adoor, Pathanamthitta** 2015 - 2018
B.Com Computer Application
83.39%
- **Government Boys Higher Secondary, School, Adoor, Pathanamthitta** 2013 - 2015
Higher Secondary
82.75%
- **Holy Angels English Medium Higher Secondary, School, Adoor, Pathanamthitta** 2013
Tenth
93%

Certification Course

- Completed certificate course in Tally ERP 9 from G-Tech Computer Education Centre, Adoor, Pathanamthitta with 'S' grade in September 2021.

Technical Skills

- Tally ERP 9
- Tally Prime
- MS Word
- MS Excel
- MS PowerPoint

Personal Skills

- Able to lead things and highly optimistic
- Able and skilled with working of computer
- Punctual and Reliable
- Teamwork and Collaboration
- Quick Learner

Languages Known

- Read, write and speak English
- Read, write and speak Malayalam

Projects

- **2020**
Done major project on the topic "A study on Customer Relationship Management (CRM) in ICICI Banks with special reference to Adoor Taluk" in M.Com final year.
- **2018**
Done major project on the topic "A study on Advertising Effectiveness on sale of Bajaj two wheelers with special reference to Adoor Taluk" in B.Com final year.

Academic Activities

- Done twelve days internship for organisational study in Janatha Polymers, Mavelikkara, Alappuzha in M.Com second semester.
- Participated on national seminar on the topic "Catalytic factors of social science research" conducted in N.S.S Training College, Pandalam, Pathanamthitta.
- Completed the foundation programme in banking and financial services conducted by Hedge School of Applied Economics.

Personal Details

- Date of Birth : 05/01/1998
- Marital Status : Single
- Nationality : Indian
- Father's Name : Shaji George

Declaration

- I do hereby declare that the above mentioned details are true to the best of my knowledge and I bear responsibilities for the correctness of the details.

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