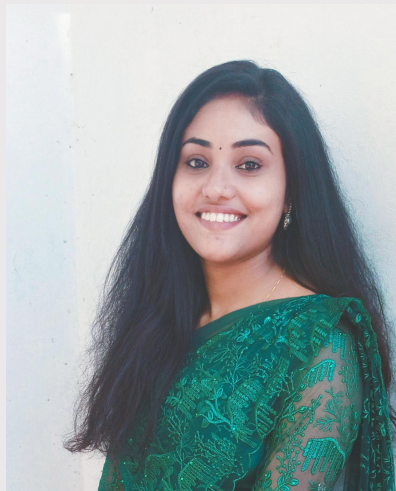




NAYANA ANTONY

ACCOUNTS EXECUTIVE

CAREER OBJECTIVE

To work in a challenging environment for utilizing my skills & knowledge to contribute positively to the organizational growth as well as my personal development.

Educational Qualification

2019	BUSINESS ADMINISTRAT ION	JPM ARTS & SCIENCE COLLEGE LABBAKKADA (Affiliated to MG. University) 74%
2016	COMMERCE	ST. PHILOMENA'S HIGHER SECONDARY SCHOOL, UPPUTHARA 70%
2014	SSLC	BETHANY ASRAMAM HIGH SCHOOL, CHERUKULANJI 84 %

EXPERIENCE

30 th January 2020 to 25 th September 2021	ACCOUNTS EXECUTIVE	NEDUMPARAMBIL CORPORATE THIRUVALLA, KERALA
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DOB: 24.08.1998

PHONE 9605369757

EMAIL

nayanaantony77@gmail.
com

PERMANENT ADDRESS:

Arucheril (H)
Ayyappancovil
P.O
Merykulam
Pin-685507

HOBBIES

Listening to Music
Dancing
Gardening

LANGUAGES KNOWN

English
Malayalam

ROLES & RESPONSIBILITIES

Book keeping and Maintaining Accounts Receivable & Accounts Payable

Monthly Accounts Reconciliation

Preparing monthly Financial Reports

SKILL

Analytical thinking - Identify trends or problems when reviewing finances for individuals or business.

Well organized - Tracking and analyzing finances requires a high level of coordination & firm grasp of basic and intermediate accounting principles

Perseverance - Willingness to meet deadlines with consistency

TECHNICAL SKILL

Basic knowledge in MS Office

Basic knowledge in ERP system.

DECLARATION

I here by declare that all the information furnished above is true to the best of my knowledge and belief.

PLACE: ERNAKULAM

DATE :25th September 2021

NAYANA ANTONY