

LIMISHA.N.TOMY

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CAREER OBJECTIVE

- To Work in a dynamic environment that provides me a wide spectrum of experience and exposure. Bring a dynamic and versatile portfolio of skills at work place and to serve the organization with positive attitude and efficiency.

PROFILE SUMMARY

- Graduation in Bachelor of Commerce with above 5 years of experience in accounting
- CA CPT passed and pursuing CA inter with above 3 years experience in auditing services
- Handling of Financial accounting matters

ORGANISATIONAL EXPERIENCE

Feb2020 – Present: St. Mary's Engineering Works

- GST return filing (GSTR1,3B)
- Bank Reconciliation
- Receivables & Payable managements
- Handling payments to parties & Bank related affairs

Sep2015 – July2019: Chavara Family Welfare Centre (ChavaraMatrimony HeadOffice)

- GST return filing
- Monthly Audit Report Preparation
- Bank Reconciliation & Preparation of statements
- Day Book checking & Verification
- Check preparation & Handling of Bank related affairs
- Payment gateway checking & Reconciliation
- Accounting entries in Tally
- Receivables & Payables checking and clearance

August 2014 – June2015: Chartered Accountant Firm KK Nair & Associates

- Auditing works - Assisted works for internal audits
- Accounting work- converting manual books into computerized accounts, preparation of financial statements
- Assisted for Audit Works in outside firms

December 2013– June 2014: Chartered Accountant Firm Tony& Associates

- Checking & Verification of Books of Accounts
- Assisted works for Tax Return filing

- Preparation of Financial Statements Trading account, Profit & Loss account & Balance Sheet

March 2013 – November 2013: PS Mission Hospital Maradu

- Auditing works – Assisting Internal Auditor
- Vouching and verification of Books of Accounts
- Preparation of Financial Statements
- Posting Accounting entries in Tally

EDUCATION

Examination	Institution	Board/University	Year of passing	Aggregate
C A Inter	Logic school of management	Institute of Chartered Accountants of India		Preparing for IPCC Exam
B.COM	Vidhyaniketan college Kacheripadi	Mahatma Gandhi University	2012	73%
HSC	Govt.Girls Higher Secondary School	Board of Higher Secondary Examination Kerala	2009	80%
S.S.L.C	St.Mary's C G H S S Ernakulam	Board of public Examination Kerala	2007	82%

TECHNICAL FORTE

- Well versed with MS Office.
- Good knowledge and experience in Accounting software (Tally) and GST .

PERSONAL SKILLS

- Quick perception.
- Quick learner.
- Innovative thinking.
- Honest & Punctual.

PERSONAL DETAILS

Father's Name : Tomy George
 Mother's Name : Ruby Tomy
 Date of Birth : 30.05.1992
 Language Known : English, Hindi,
 Malayalam Nationality: Indian
 Maritual Status : Married