

Lucky B S

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9745904117

Kollam, Kerala

Summary

- Accounting with 5 years of experience in processing general ledger, invoicing, and bookkeeping-related tasks.
 - Exceptional bookkeeper with excellent organizational and analytical strengths who excels in accurate totaling, recording, and auditing
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Experience

Accountant/Office Administrator

Chicking [Four Star Foods] • Kollam, Kerala

12/2021 - Present

- Created a file for all banking transactions within the company, including client information, deposit/withdrawal amounts, and account balances
- Maintained detailed knowledge of company policies and procedures, resulting in an increase in accuracy and efficiency of company operations
- Created an Excel spreadsheet to track the daily average sales of the company
- Prepared financial statements and reports of company expenditure

Tax Accountant

Tax Conz [Sreejith & Co Tax Consultancy] • Kollam, Kerala

12/2018 - 12/2021

- Prepared monthly and annual tax reports for small business and individual clients
 - Prepared detailed reports of expenditure and assets or tax purpose
 - Prepared analysed monthly tax documentation
 - Track client accounts and related invoice for tax purpose
 - Computerized previous tax files
 - Checked all tax documents for accuracy
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Skills

Accounting software, Account management, Account reconciliation, Accounts payable, Accounting, Financial analysis, Data entry, Computer skills, Microsoft powerpoint, Microsoft excel, Microsoft office, Time management, Documentation review, Customer service

Education

B.Com With Computer Application

University of Kerala • Kollam, Kerala

Languages

English, Hindi, Malayalam

Certificates

DIFA [Diploma in Indian and Foreign Accounting], IAB [International Association of Book Keepers], DCA [Diploma in Computer Application]