



## CHARUTHA V P

Passport No : V5692634

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Email ID : charuthaparakash12@gmail.com

### PERSONAL SKILLS

- Willingness to learn
- Flexibility
- Initiative
- Time management
- Problem solving
- Computing

### PERSONAL DETAILS

Nationality : Indian  
Date of Birth : 12-04-1999  
Marital status : Single  
VISA Status : Visit Visa

### Languages Known

- English
- Malayalam
- Hindi

### Interests

- Hearing Music
- Baking
- Badminton
- Photography

### ACHIEVEMENTS

RAISING STAR SINGER  
AWARD (2015)

### CARREAR OBJECTIVE

Seeking a position in utilize my skills and abilities that I ever earned throughout my studies that offers the professional growth while being resourceful, innovative and flexible.

### WORK EXPERIENCE

#### INTERNSHIP

**Sree Sankaracharya Computer Centre Pvt. Ltd,**  
**Kannur** - (August 2021 - February 2022)

- Responsible for handling Accounts Payable & Receivable
- Managing Cash Flow
- BRS
- Cash payments
- Creating Vouchers (Sales & Purchase)

### EDUCATIONS

- Diploma (VIBES) Virtual Interactive Business Experiment System 2020
- B.Com (Co-operation ) 2019
- Plus Two (Commerce - Computer Application) 2016
- SSLC - 2014

### TECHNICAL SKILLS

- MS Access, Administrating Payrolls and controlling Income and Expenditure.
- Preparing Accounts and Tax returns.
- Knowledge in Financial Accounting
- Experience in using latest ERP Software.
- Technical and theoretical experience in QuickBooks, Tally ERP 9, Peachtree, MS Office, Tradeasy.
- Balancing and reconciling General Ledger Accounts.

### DECLARATION

I hereby declare that all the above furnished details are true and correct to the best of my knowledge & belief.

### REFERENCE

**Pradeep Kottayi**  
**Dubai - UAE**  
**Mob: +971 50 780 9857**