



Linu Mol K.C

Kerala - India

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Experience

- **Yatharth Super Speciality Hospital- Noida Extension** Still working -
Accounts executive
 - Purchase of medicine, inventories, consumables and assets
 - Reconciliation of purchase with HMS
 - Reconciliation with GST portal and filing of return
 - Vendor reconciliation and payment
 - Preparation of financial statements
 - Handle monthly, quarterly, half yearly and annual closing
 - Manage tally as well as excel
- **KJ Joseph & Associate- Kanjirappally, Kerala** 2017 - 2018
Account Clerk
 - Assist in statutory audit assignments for leading companies to assure management considering best practice and according client requirements
 - Auditing of financial statements of different legal entities like proprietorship, partnership companies, co-operative societies, trust etc .
 - Prepare all type of income tax return and GST
 - Maintain Account payable log and input data as it is received to keep up- to -date records of incoming payment

Education

- **Bharathiyar University, Coimbatore** 2016-2019
Bachelor of Commerce (B.Com)
- CA - CPT 2014

Skills

- General accounting knowledge And Auditing
- Well friendly with Tally , Payroll and MS Office
- Return filing (GST and Income Tax)
- Bank reconciliation

Interests

- Volunteering and community involvement
- Travel
- Reading
- Listening to music
- Learning Languages

Languages

- Malayalam (Read- Write -Speak)
- English (Read - Write - Speak)
- Hindi (Read - Write- Speak)

Personal Details

- Date of Birth : 09/01/1995
- Marital Status : Married
- Nationality : Indian

Reference

- **Mr Manish Kumar Jha - "Salasar Insurance Brokers"**
Zonal head
+91 8287573434
- **Mr. Praveen Bhati - "Yatharth Hospital"**
Accounts Head
+91 8800797922

Passport Details

- Passport no - N5745860
Date of issue - 06/01/2016
Date of Expiry - 05/01/2026
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