

# AKHILA C K

## Certified Management Accountant

Associate – Finance and Accounts Intern

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📍 Udayamperoor, Ernakulam, Kerala, 682307



## PROFILE SUMMARY

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Certified Management Accountant working as a Finance and Accounts intern at Invisor, Cochin to acquire practical knowledge and experience. I got exposure to various accounting software like Zoho books and Xero and managing Accounts Payable, Accounts Receivable, Order to Cash(O2C), Procure to Pay(P2P) and Record to Report(R2R). I am continuously seeking ways to learn more skills and expertise.

## PROFESSIONAL SKILLS

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- Quick Learner
- Communication skills
- Active listener
- Teamwork
- Presentation skills
- Problem Solving
- Decision making
- Good leadership Qualities

## TECHNICAL SKILLS

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- Zoho books
- Xero
- MS Office Suites-Word, Excel and PowerPoint

## WORK EXPERIENCE

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**Associate | Finance & Accounts | Intern**  
**Invisor**

Nov 2023- Present

- Recorded journal entries of accruals and deferrals as part of month-end closure adjustments.
- Data mining and scrapping from dump data in MS excel.
- Practical knowledge in accounting software such as Zoho books, Xero.
- Raised invoices and bills and inventory tracking in Zoho books.
- Trained in managing account receivable and account payable process in Zoho books and Xero including recording and posting.
- Proficient in P2P and O2C process
- Preparation of depreciation and amortization schedule, posting relevant journal entries.
- Hands on experience on US payroll and strong knowledge in calculation of FUTA, SUTA, SST, MT perks.

## **EDUCATION**

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|---------------------------------------|---------------------------------|
| • Institute of Management Accountants | Certified Management Accountant |
| • Mahatma Gandhi University           | Master in Commerce              |
| • Mahatma Gandhi University           | Bachelor in Commerce            |

## **CERTIFICATION**

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- Professional Diploma in Computerized Financial Accounting

## **PROJECT**

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- A study on SWOT analysis of tourism industry with special reference to Fort Kochi

## **LANGUAGES KNOWN**

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- English
- Malayalam