

## Accountant with 2.7 Yrs exp

Sharlet

2.7 Yrs experience

✉ [anvy12@gmail.com](mailto:anvy12@gmail.com)

📞 9847964301

## Cover Letter

---

Respected Sir/ Madam,  
I wish to apply for Accountant Post.

Currently I am working in Team5 Services LLP  
I had 7 year experience in financial field and 6 year experience in Accounts field. I am seeking a position that offers responsibilities for the full range of office administration and accounting skills, as well as the opportunity to meet and work with a range of people. I like to think that I bring enthusiasm and adaptability to my work. I would welcome the opportunity to discuss this letter and my enclosed curriculum vitae telephone number. I Have given my mobile number and all calls are answered

If my skills have met your requirements , please reply back I will be waiting for your reply.

Yours Sincerely

Sharlet A A  
9847964301.

## Skills

---

Accounting, GST Returns, Tally,

## Careers

---

Apr 2017 - **Till Now**

### **ACCOUNTANT AND ADMINISTRATION**

at Team5 Services LLP

Kadavanthra, India

Industry : Team5 Services LLP

Job summary : •Salary preparation and dispersal•Payment of ESI and PF•Dealing with employees regarding issues with ESI and PF•Entering day to day transaction in Tally ERP 9•GST •TDS•Dealing with any labour issues at the Labour Department•Petty cash and Cash book handling•Monthly bill preparation

Place :

Date : 08-12-2019

Sharlet

[JOBSOMEGA.COM](http://JOBSOMEGA.COM)