 **John**

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**Career Objective:**

Seeking a Position As an Accountant Where Extensive Experience Will Be Further Developed and Utilized.

**Profile Summary:**

* Detail-Oriented, Efficient And Organized Professional With Extensive Experience In Accounting Systems.
* Possess Strong Analytical And Problem Solving Skills, With The Ability To Make Well Thought Out Decisions.
* Excellent Written And Verbal Communication Skills.
* Highly Trustworthy, Discreet And Ethical.
* Resourceful In The Completion Of Projects, Effective At Multi-Tasking.

**Job Profile:-**

**@ Awesome Jewel Concepts & Opel exims,** Mission Quarters Thrissur-1,

From 2013 September to 2015 February

**Designation** : **Finance Manager**

**Roles and Responsibility:-**

* generating weekly on demand cheques.
* Managed financial departments with responsibility for Budgets, Forecasting, Accounts
* Documentation and follow up with Minerals and Metal trading corporation for bullion trading
* Documentation and follow up with MMTC –PAMP India.a joint Venture between PAMP SA Switzerland and MMTC Ltd. for bullion trading
* Documentation with Directorate general of Foreign trade
* Documentation and follow up relation in With Gem and Jewellery Export promotion Council India
* Taken Special care with Payables and Receivables.
* Created budgets and forecasts for the management group.
* TDS Assessment
* Administrated Online banking functions.
* Ensured compliance with accounting deadlines.
* Prepared company accounts and tax returns for audit.
* Liased with bankers, insurers and solicitors regarding financial transactions.
* Initiating Export Documents and License clearing
* Maintain books of account by using Tally 9 ERP
* Daily review on Bank statements and preparing Bank reconciliation statements
* Ensure timely processing of entries in Tally 9 ERP and verification of Vouchers
* Issue payment cheque to vendors as per agreement and quote’s
* Liaison with Govt. Officials, Attend Inspectors from various Dept
* Finalization of accounts

**Previous Experience:-**

**@ Maranatha Media Centre ,**Sanjoe Towers Palakkad 2012-2013

**Designation : Finance Officer**

* Managed accounts payable, accounts receivable.
* Record Daily Transactions
* Report Daily Cash Balance
* Wages & Salary Disbursal
* Supervise Counter Sale
* Generated budgets and forecasts on a quarterly basis and presented to the management team.
* Reported on variances in quarterly costing reports.
* Prepared annual company accounts and reports.
* Monitored Company Expenses
* Proper Stock Auditing

**@ Sehion Ministries Central Office,** Thavalam p.o Attapady 2012

**Designation : Asst. Finance Officer**

* Performed general office duties and administrative tasks
* Managed the internal and external mail functions
* Provided telephone support
* Scheduled client appointments and maintained up-to-date confidential client files
* Proficient with MS Office, Windows XP, and the Internet
* Monitored and recorded company expenses

**Academic Qualification:-**

* Completed B.com in Finance from University of Calicut
* Office diploma in Accounting
* Pursuing Tax Practice of Kerala Value add Tax.
* Higher Secondary in Board of Kerala Education Dept
* Secondary School (SSLC) Board of Kerala Education Dept

**Key Skills:-**

* MS office
* Tally
* Internet
* Key Boarding
* TDS assessments
* Banking
* Fund Planning
* Sales tax returns
* Finalization of financial statements
* Good Technical and Analytical Skills
* Better Business Communication
* Peech Tree

**Personality traits:-**

* Excellent communication skills
* Good analytical skills
* Keen observer
* Trustworthy
* Smart working
* Multi task

**Strength:-**

* Self Motivated and committed to team oriented work
* Ability to grasp things quickly
* Hard working and dedication
* Adaptable, People-friendly, Co-operative
* Ability Work independently
* Ability to speak Hindi, English & Malayalam
* Patience and concentration

**Declaration**

I solemnly declare that all the above information is Correct to the best of my knowledge and belief.