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**SRUTHINITHIN**

[**SRUTHINITHIN.248560@2freemail.com**](mailto:SRUTHINITHIN.248560@2freemail.com)

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Seeking a suitable position in Finance & Accounts in any Progressive Retail/ Manufacturing/ Infrastructural/ Oil Industry where I can utilize my education and experience for the optimum growth of the organization as well as my personal career growth.

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| **WORK HISTORY** |

* **Asst Auditor/Marketing Executive,** Parag Parekh & Co. Chartered Accountants(December2015 – Till Now)
* **Audit Assistant**,Suresh & Saju Chartered Accountants Firm, Kerala, India (April 2013 – September 2013)

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| **EDUCATIONAL QUALIFICATION** |

**Bachelor of Education (B-Ed)**, Calicut University, India (2013-14)

**Master of Commerce (M.Com)**, Kannur University, India (2011-13)

**Bachelor of commerce (B.Com.)**, Calicut University, India (2008-2011)

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| **SUMMARY OF KEY SKILLS AND EXPERIENCE** |

* Working as Asst Auditor/ Marketing Executive
* Six Months of Experience in Auditing, Accounts& Taxation in India.
* Well experienced in computerized accounting environment (DCFA, Peachtree &Tally)
* Also proficient in MS Office Applications.
* Have detailed knowledge of accounting procedures, liaison with banks, develop & nurture client relations.
* Possess ability to work effectively and congenially with employees at diverse levels.
* Possess excellent administration & problem solving skills.
* Highly organized, ability to work under pressure in fast paced environment meeting deadlines successfully.

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| **WORK PROFILE** |

Job responsibility Includes:

* Regular Analysis of General ledger of all account heads
* Passing Journal Vouchers and rectification entries if any
* Liaison with Banks, full filling all requirements within the time frame.
* Preparation of Bank reconciliation statement.
* Responsible for all Cash outflows. Preparing cheques/ Maintaining Cheque Register, Vouching Petty cash expenses and accounting of day to day transactions.
* Maintains Fixed Assets Register, working on Depreciation using both SLM/WDV methods, monitoring additions/ disposal of assets.
* Preparation of accounts and daily reports.
* Computation of Income Tax liability for Companies, firm, Individuals etc.
* Preparation of project reports for seeking loans from financial institutions.
* Assisted in finalization of accounts of companies &firms
* Accounts receivables/ Payables, Fixed assets, Payroll accounting, General ledger, Purchase, sales, Inter branch Reconciliation.
* TDS, TCS, Excise duty, VAT, CST, Service Tax, EPF & ESI.
* Investigate, and correct errors and inconsistencies in financial entries, documents, and reports.
* Reconcile the excel upload vouchers with control reports provided by the client to ensure the uploaded amount and the control reports amount are equal.

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| **COMPUTER PROFICIENCY** |

* Accounting Packages: Tally, Peachtree
* Professional Diploma in Computerized Financial Accounting
* Packages: MS Office (Good knowledge of Excel).
* Experience in Spectrum Audit Software

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| **PERSONAL ABILITIES & SKILLS** |

* Open minded with a positive outlook.
* Quick Learner, possess a Short Learning Curve for new topics.
* Great team player and love to work with people.
* Problem solving attitude.
* Ability to work in a fast paced environment.
* Able to adapt any new methodology.
* Matured, Confident and Patient.
* Confident to accept new challenges.

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| **PERSONAL DOSSIER** |

Age and Date of Birth : 27yrs. 09th November 1989

Nationality : Indian

Status : Married  
Language Known : English, Hindi & Malayalam

Visa Status : Husband Visa