RESUME



AJITH

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**CAREER OBJECTIVE**

Seeking for a job to start career in a well-settled and highly professional organization. Ability to grab career advancement through large efforts and innovative work techniques.

**PROFESSIONAL EXPERIENCE**

***COMPANY NAME: JSF HOLDINGS PVT. LTD.***

***DURATION : 21-08-2013 to 17-10-2016***

***DESIGNATION : ACCOUNTANT***

**Key areas & Responsibilities**

* Entries in the accounting system.
* Prepare Cash, Bank, payments & receipts.
* Manage Petty Cash and Cash Tally.
* Prepare Bank reconciliation and Suppliers reconciliation.
* Salary calculation of employees.
* Prepare Cash flow and Fund flow statement and summaries reports as needed.
* Manage all expenses and making monthly and weekly reports.
* ESI and PF calculation.
* Checking the daily report, Reporting and supervision.
* Manage Billing.
* Muster-roll keeping.
* Payment of the company.
* Checking the daily report, Reporting and supervision.
* Calculation of Raw material and Packing material consumption.
* Manage ESI and PF Register.
* Prepare Sales figure.

**ACADEMIC QUALIFICATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Examination*** | ***Specialization*** | ***School/College*** | ***University***  ***Board*** | ***Year of passing*** | ***Percentage***  ***/CGPA*** |
| **MBA** | **Finance and Marketing** | **Srinivas School of Management,Mangalore** | **Mangalore University** | **2013** | **73%** |
| **B.B.A** | **Finance** | **Ettumanoorappan College,Ettumanoor** | **Mahatma Gandhi University** | **2010** | **60%** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**PROJECT UNDERTAKEN**

* A Study on Working Capital Management of **Keltron Component Complex Ltd, Kerala, India.**

**GREATEST STRENGTHS**

* Dedication ………….. (Willingness to work the extra mile to achieve the excellence)
* Enthusiasm ………… (High level of motivation)
* Team player ………… (Feel comfortable to work with other team members)
* Empathy
* God Fearing

**SEMINARS ATTENDED**

* Attended seminars on management development programmes conducted by Srinivas School of Management.
* Attended seminars on different management subjects conducted by Srinivas School of Management.
* Seminar on Marketing Strategy and Economic variation. Facilitator:V.S Rama swami and Srinivas rao

**awards and ACHiEVeMENT**

* Participated in Marketing Game and Product Launching at Intercollegiate Management Meet organized by Srikrishna College of Engineering And Technology.

**COMPUTER SKILLS**

* Computer fundamentals.
* M.S Word.
* M.S Excel.
* Tally 9.

**PERSONAL PROFILE**

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| --- | --- |
|  |  |
| Date of birth | 16.02.1990 |
| Gender | Male |
| Nationality | Indian |
| Language known | English, Malayalam. |

**DECLARATION**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of above mentioned particulars.