

**PERSONAL**

**PROFILE**

**Email:**

**SHINIL.333867@2freemail.com**

**Age** **and Date of**

**Birth:**

26 years, 15th May 1991

**Hobbies and Interest:**

* Reading
* Watching Movies etc

**Languages Known:**

English, Malayalam,

Hindi

**Personal Traits:**

* Quick learner
* Optimistic
* Enthusiastic
* Clean habits

**SHINIL**  ****



**Career Objective**:

 “To gain employment with a company that offers me a consistently positive atmosphere to learn and to serve for the betterment of the organization as well as society.”



**Work Experience:**

* Accountant Assistant, July- 2012 to August-2016, Adithya Honda, Calicut.
* Senior Assistant Accountant, August-2016 to December-2016, Popular Maruthi , Calicut

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**Nature of Work:**

* Finalization of Accounts, Taxation and related works, Cash flow and Fund flow
* Handling Sales tax matters, and online payments. Monthly Sales tax return E-filing.
* Prepare & finalize VAT Returns, Service Tax Returns & TDS.
* Interaction with Internal/Statutory Auditors regarding Audit and other matter,
* Maintaining all accounts work by scrutinizing entries, final scrutiny of ledger accounts.
* Vendor Reconciliation and inter branch Reconciliation
* Issuing Transport documents for Clearing Check post.
* Verifying & tallying entries of cash Book, Sales Bills & Purchase Bills etc.
* Supervise Daily Bank reconciliation and Bank Dealings for Clearings on daily basis.
* Supervise Petty Cash Matters relating to Disbursements and further Funds Releases
* Independently Managing Purchases & Accounts Payables, Sales & Receivables (Complete Cycle)
* Accounts Payable & Receivable Analysis including Aging, Sales Trends and Irregularities assessment.
* Developed, Implement, and controlling of Purchase system (Quotations, Comparative Statements, Approvals, Purchase Orders, Invoice and Payments)

AREAS OF EXPERTISE

* Statutory works
* Reconciliation
* Insurance &Financiers tracking
* Reports
* Accounts preparation
* Auditors assistant

**Soft Skills:**

* Problem Solving.
* Adaptability.
* Collaboration.
* Strong work Ethic
* Time Management

**Place: Calicut**, Kerala

India

Visa status: visiting visa (January to March)

* Expertise in Audit preparation of yearly financials in audit format and submitting to auditors for audit
* Experienced in controlling Debtors & Creditors and preparation of debtors & Creditors Outstanding list and reporting to Management
* Insurance and financiers funds and data tracking report

**ACADEMIC PROFILE:**



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| **Qualification** | **University/Board** | **Year of** **Passing** |
| B.com | Calicut University | 2011 |
| PLUS TWO | Kerala Board of Examination | 2008 |
| SSLC | Kerala Board of Examination | 2006 |
| Tally , Peachtree, Quick books, Tradeasy | Sree Shankaracharya Computer Center | 2012 |

**I T Skills:**



* Operating Systems : Windows XP,windows,DOS.
* Software Packages: Microsoft Office, MS Word, MS Excel, MS Powerpoint.



**Accounting Packages:**

* Tally ERP 9, 7.1 (Version 5.1.3), Peachtree, Quickbooks, Tradeasy



**Declaration:**

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