**RESUME**

**JINTO**

Email: [jinto.336971@2freemail.com](mailto:jinto.336971@2freemail.com)

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**Current Location: Dubai on 90 days visit visa from 12-JAN-2017**

**Visa Reference Number:**

**Career Objective:**

To excel in a progressive organization, which gives priorities to human relationships, team spirit and task management, to update knowledge, ability and skills to suit and contribute to the corporate growth.

**Experience Summary:** **8 years**

**Prior organization**:

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Oct 2011 – Dec 2016 : Senior Associate

**Prior Organization**:

**Kosamattam Finance Pvt, Ltd.**

Jul 2008 – Aug 2011 : Senior Accountant

**Self-Description:**

A highly resourceful, flexible, innovative, and enthusiastic individual who possess a considerable amount of knowledge regarding tax and accounting, administrative and office procedures. A quick learner who can absorb new ideas and is experienced in coordinating, planning and organizing a wide range of administrative activities. Well organized and an excellent team player with a proven ability to work proactively in a complex and busy office environment. I am now looking for a career advancement opportunity with a company that will allow me to develop my skills & potential.

**Roles & Responsibilities:**

**Senior Accountant**

* Financial record management.
* Reconciliation of statements.
* Bank reconciliation.
* Review of daily collection and deposit of cash and cheques. Scrutinize GL control accounts for exceptions and take corrective actions.
* Ensure the availability of liquid cash for daily transactions.
* Ensure necessary support to internal and external auditors and provide all requisite records.
* Maintaining high morale among subordinates to ensure better productivity etc.
* Continuously review existing policy and procedures and recommend improvements to strength internal control.
* Introducing new ideas to the management for strategic planning. Implementing policies and decisions of company for business development.
* Verifying and evaluating monthly and Annual reports from sub branches and give instruction to them.

**Senior Associate - US Tax & Hand Transcribe**

* Assist and lead associates and guide them towards achieving goal with utmost quality
* To reconcile the tax data, with regard to the information received from Client and Jurisdiction
* Research to find out the reason for the variance between tax collected by jurisdiction and actual amount to be paid by the client
* Tax Returns are segregated according to the due dates and will be filed based on the due dates given by the jurisdiction
* To review the returns filed and the compliance processed by the Associates, and properly QC it
* Filing of returns on time so as to avoid Interest and Penalty to the client
* Coordinate with team members in completing the tasks
* Prioritizing the work according to the criticality.
* Filing EDI (Electronic Data Interchange) for all the Telecom and National clients according to the procedure given by the jurisdiction
* Audit and verify the EDI before the due date and confirm back to the US Counter parts about the status of filing
* Resolving the notices received from jurisdictions
* Working on Special Projects (Exemption Certifications, Atlanta Compliance, Reverse Audits)
* Experienced in Budget control (Time and Motion Study)

**Project Transition**

* Migrated 3 projects in total for KPMG from Thomson Reuters (Hyderabad), KPMG LLP (Atlanta Office, USA) and KPMG LLP (Chicago Office, USA)
* Handled the tasks of supervising and coordinating the internal and external affairs of the organization
* Performed the tasks of supervising, evaluating employees performance and recruiting employees

**Administration/People Management**

* Travel arrangements for expats from all over the world
* Logistic arrangements for CFO, CEO and Directors
* Liaising with The HR Department to ensure timely availability of human resources on-time and as dictated by project needs as well as with the Purchasing Department for ensuring delivery of requisite materials
* Coordinating and communicating activities for the Office, including all employee events.
* Scheduling meetings and preparing agendas for them
* Effective organizational skills
* Organizing travel & accommodation arrangements
* Resolving administrative problems
* Supervising other clerical staff

**Achievements and Contributions in Present Organization**

* Has been awarded with best individual performer in the team for the Quarter as well for the year
* Has got several appreciation mails from client for exceeding the expectations of the customers
* I am quick learner, and hence the management selected me as a member of the transition team for a project transition from Thomson Reuters, Hyderabad on behalf of KPMG
* As a part of successful transition I was promoted as a trainer with immediate effect.
* Has delivered 100% quality till date
* Always proactive and helping hand to the team in handling various priority works.
* Attitude to work under pressure and stiff deadlines and get the work done by the team according to the business requirements.
* Always ready to take up challenging tasks

**Academics**

**MBA :** MBA Finance, Sikkim Manipal University

**Graduation :** Bachelor in Commerce, Mahatma Gandhi University

**Technical Skills**

* Excellent knowledge in MS-Excel (Including V-Lookup, H-Lookup, Pivot Tables and other macros)
* Excellent Knowledge in Adobe Forms
* Good knowledge in MS-Word and almost all MS office tools
* Excellent Typing Speed
* Certification in Tally

**Strengths**

* Team Management/ People Management
* Quick learning
* Ability to adopt new technologies
* Willingness to take additional responsibilities
* Good Knowledge in Accounting
* Strong attention to details

**Reference**

* Shibeesh Muhammad, Assistant Manager , KPMG Global Services **Ph:** +919747856336
* Subish B ,Manager , KPMG Global Services **Ph:** +919633000146

**PERSONAL INFORMATION**

**Date of Birth :** Oct 29, 1987

**Languages known :** Excellent spoken and written proficiency in English, Hindi & Malayalam

**Marital Status :** Unmarried

Sex : Male

Nationality : Indian

Passport Expiry Date : 01.05.2018

**DECLARATION:**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date: 01/24/2017 (Jinto)