

*VIPIN*

[*VIPIN.338213@2freemail.com*](mailto:VIPIN.338213@2freemail.com)

*Visit Visa (Exp.* 19.03.2017)

|  |
| --- |
| ***CAREER OBJECTIVE*** |

*To obtains a challenging job position that enables me to learn and contribute to the management field that enriches my knowledge and helps to grow along with the organization.*

|  |
| --- |
| ***EXPERIENCE*** |

***1, ASSISTANT ACCOUNTANT****-*

*Bhopal, India (2015 Dec-2016 Nov)*

* + - * + Creating collection from bank statement.
        + Creating sales order in SAP
        + Billing in SAP
        + Maintaining petty cash, remuneration to labours
        + Bank reconciliation statement in SAP
        + Salary Payment
        + Finalization of books of accounts.
        + Dealing with external Auditors
        + Assisting in preparing Cash Flow
        + Monitoring of Bank transactions
        + Bank reconciliation
        + Stock taking & stock valuation.
        + Verification and vouching of Cash Payment & bank Payment voucher.
        + Invoice and DO verifications, scan and file the same.
        + Monthly Reconciliation of suppliers & customers and prepare ageing

report.

* + - * + Checking and approval of the details of O. T., sick leave, absentees,

leave salary etc.. and submitting the same for the approval of Boss.

* + - * + To do department daily order sheet and provide support services to the

administrator.

* + - * + Approaching bank officials with GTS for arranging loans and other

facilities

* + - * + Ensuring completion of audit within time, Cost and quality parameters
        + Online payment of utility bills, Boss’s credit cards and booking of air

tickets.

* + - * + Give training to the newly hired accounting staffs.
        + Preparation of budgets and other reports for directors and banks.

***2, CUSTOMER SUPPORT OFFICER****–Motor insurance,Reliance General Insurance*

*CoLtd. Pathanamthitta,India(2014 Jan – Nov 2015)*

* + - * + Recruit and develop agents, sales personnel and source business from them.
* Acquiring and developing new business accounts.
* Cash maintains from walking customer & agents
* Issuing policies for vehicle , health
* Accepting cash from agents and maintains his accounts & other

operations

***3, ACCOUNTANT TRAINEE UNDER CHARTER ACCOUNTANT HAVE ONE YEAR***

***IN SALES TAX (CA TONY C KALLUKALAM&CO. RANNI, INDIA)***

|  |
| --- |
| ***EDUCATIONALQUALIFICATION*** |

* *Post Graduation in MBA from DATATECH college , MAVELIKARA ,with (finance) 60 %*
* *Graduate in Bachelor of business administration (BBA) from St:Thomas college (M G UNNIVERSITY) with 55%*
* *12th (SC HIGHER SECONDARY SCHOOL) with60%*
* *10th (T.T.T.M.V.H.S.SCHOOL) with70%*

***CERTIFICATION***

* *DIPLOMA in computerized accounting.*
* *Office secretary /pro.*

***AREA OF EXPERTISE***

* *ACCOUNTS*
* *OPERATIONS*
* *Negotiation*
* *Remuneration*

|  |
| --- |
| ***PROJECTS UNDER TAKEN*** |

*Summer Internship Project*

*Completed summer Internship at SCHOOL MASTER PVT LTD, for a duration of two month (April2011-Jun2012) WAGES AND SALARY SYSTEM The main objective of the project was to identify the potential industries*

*A mini Project Undertaken for the practical understanding of travelling problem across RANNI GARMA PANCHAYATH*

|  |
| --- |
| ***LEADERSHIP*** |

* *Class Representative (President), ST.THOMAS COLLEGE (2009-2012).*
* *Event Coordinator in ONAM& X MAS celebration2012.*

***PERSONAL DATA***

|  |  |  |
| --- | --- | --- |
| Date of Birth | : 16.05.1990 | |
|  |  |  |
| Nationality | : | Indian |
|  |  |  |