Vineeth

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RESUME

***Career objective***

Seeking a position which gives ample opportunity to exhibit my knowledge and skills for the mutual growth of both the organization and my career

***Educational Profile***

* Doing M com (pvt)
* BCom(with Computer Applications) from Ettumanoorappan college (MG University) 2009-2012 Ettumanoor Kerala

***Experience Summary***

I have completed my degree in 2012 and have ***4years and7 months*** experience in India

**Organization: Vellamattathil Steels and Cements, Kothanalloor, India**

**Designation:**Senior Accountant

**Duration :** February 2015 to December 2016

**Duties and Responsibilities**

* Accounting of day today transactions Maintaining accounting records and books of accounts of the firm.
* Prepare service Tax E- payment and return.
* Prepare, examine, and analyze accounting records, financial statement, and other financial reports.
* Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
* Report to management regarding the finances of establishment.
* Handling of cash and other related instruments.
* Booking of all Purchase and Sales Bills.
* Preparation of Various accounts books like Cash Book, Sales Register etc.
* Manages accurate and detailed record of all account books monitoring of day to day operations.
* Review of various ledger accounts.
* Maintaining good customer relationship.

**Organization:JTSR & Associates Chartered Accountants,Ettumanoor,India**

**Designation:** Audit Assistant

**Duration** : February 2014 TO February 2015

**Duties and Responsibilities**

* Preparation of profit and loss account and balance sheet
* Prepare detailed reports on audit finding.
* Inspect account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions.
* Examine and evaluate financial and information systems, recommending controls to ensure system reliability and data integrity
* Maintaining good customer relationship
* Internal auditing of firm’s and company’s

**Organization:Cheruparambil Traders, Ettumanoor, India**

**Designation:** Accountant

**Duration** : May2012 TO February 2014

**Duties and Responsibilities**

* Booking of all Purchase and Sales Bills.
* Preparation of Various accounts books like Cash Book, Sales Register etc.
* Manages accurate and detailed record of all account books monitoringday to day operations.
* Review of various ledger accounts.
* Maintaining stock and stock register

**Skills**

* Tally ERP 9
* MS Office (MS Excel,MS word)
* Service Tax E- Payment and Return
* Sales Tax Computation and Return

**Declaration**

I hereby declare that all the details given are true to the best of my knowledge.

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