**C U R R I C U L A M V I T A E**

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| **F:\Jittu Docs\Photo.jpg**  **JITTU**  [**JITTU.366113@2freemail.com**](mailto:JITTU.366113@2freemail.com)  Languages known: -  English, Hindi, Malayalam &Tamil | OBJECTIVE  Looking for the position of Finance officer, wherein I can render my service that will be a contributory factor to the success of your organization, and will allow me to enhance my knowledge and skills, that would lead into a fulfilling endeavor.  CAREER ADVANTAGE  Self-motivated. Detailed oriented person and has the ability to persuade others easily and can organize a hard workload. Experienced in setting policies and procedures. A dedicated and career oriented person who values excellence and high standard of work and attitude.  ACADEMIC PROFILE   * CA Inter   IPCE Ist Group – May 2012  IPCE IIndGroup – May 2015   * Bachelor’s Degree in Commerce - 80%   MG University - CMS College Kottayam (2009-2012)   * Higher Secondary, Commerce - 85%   Kerala State - MDSHSS Kottayam (2007 -2009)   * Secondary Exam – CBSE - 70%   Belmont English Medium School (2007)   * Pursuing CA Final   Knowledge Base   * Handful Experience on VAT.  1. Calculation, preparation and submission of return. 2. Assisting in VAT audit.  * Knowledge of IFRS Standards and Indian AS’s. |

WORK HISTORY:

* **From December 2015 To April 2017: LTC International Qatar LLC**

**(LALS Group)**

**Designation – Senior Accountant / Accounts Supervisor**

Job Description.

1. Fund Management of the company.
2. Managing day to day to activities of the company.
3. Finalization of Accounts.
4. Preparation of Budgets and Forecasts.
5. Supervision of works of colleagues
6. Rent booking and reconciliation based on IFRS Standards
7. Preparation and filing of tax returns.
8. Coordination with head office.
9. Preparation of various reports for management decision makings.
10. Setting up standard formats and internal control procedures.

* **From September 2012 to September 2015: Rangamani& Co., Chartered Accountants,Kerala, India**

**Designation – Audit Assistant (CA Article)**

Job Description.

1. Doing Tax Audit of Various Companies, Firms etc.including monthly closure of books by ensuring the compliance of Accounting Standards, Process and Guidelines.
2. Internal audit, Bank Audit, VAT Audit, Concurrent Audit. etc.
3. Handling assessment related issues under various laws of various clients
4. Accounts preparation of various clients
5. Preparation and filing of service tax returns,VAT Returns,Income Tax Returns, PF Returns & TDS Returns.

* **Accounts head – Part Time – Bharath Time Gallery (2012 - 2015)**

Job Description.

1. Preparation of final accounts of the firm including their branches and associate firms
2. Filing of Sales tax - VAT Returns.
3. All Law related compliances.

COMPUTER PROFICIENCY

* Microsoft Dynamics ERP Software
* Tally ERP 9
* Spectrum Taxation Software
* Winman Tax Software
* MS Office

STRENGTHS

* Good communication skills, hardworking& interpersonal skills.
* Meticulous approach in work & able to work under pressure.
* Grabbing the interest of the others easily with my communication skills.
* Highly motivated and competitive in nature with ability to motivate the team.
* Very good Interpersonal relationship.
* Sincerity, fast learner and grasping ability.
* A positive outlook towards life

Deceleration

I Jittu do hereby declare that all the matters mentioned above is true and correct and doesn’t contain any misleading information.