CURRICULUM VITAE



**JERRIN**

**E-mail**:jerrin.369300@2freemail.com



**CAREER OBJECTIVE**

To secure a position in your firm, this could provide me a challenging and competitive environment and enable me to utilize

my problem solving skills toward the growth of the organization.



**EDUCATION**

|  |  |  |
| --- | --- | --- |
| 2016 | **MBA** (Finance &HR) | University of Calicut |
| 2014 | **B.Com** (Computer application) | University of Calicut |
| 2011 | **Plus Two**(Commerce with CA) | Board of Kerala |
| 2009 | **SSLC** | Board of Kerala |
|  |  |  |
| 2016 | **ADIA –** Advanced diploma in industrial accounting. |  |



**PROFESSIONAL EXPERIENCE**



* **Power Logic Information Technology**.

**May 2012 to August 2014 as an Accountant. (27 months)** powerlogic@powerlogic.in Ref Mr.semin-9745015353.

* **Westfort Hi-Tech Hospital.**

**March 2016 to May 2016 as an Accountant (3 months)**

* **MOTHER Campus college**

**October 2016 to March 2017 as an Accountant (6 months)**

* Preparing final accounts like balance sheet, Profit & Loss account, Trial Balance, and stock summary.
* Prepare and verification of goods and invoice receipt report.
* Generation of various accounting reports including bank reconciliation statement, ageing analysis, income and expenditure statement etc.
* Prepare journal entries, Payment entries, Receipt and contra entries, Ledgers, Closing entries,
* Other routine accounting works petty cash handling.
* Reporting the day today activities to Finance controller



**PROJECTS UNDERTAKEN**

|  |  |  |
| --- | --- | --- |
|  | MBA | : Study on capital structure analysis of south Indian bank. (3 months) |
|  | MBA | : Study on employee satisfaction of avatar gold and diamonds.(45 days) |
|  | B.com | : Study on advertisement effectiveness of avatar gold and diamonds. (25 days) |



**TECHNICAL SKILLS**

* **ADIA** (advanced diploma in industrial accounting)

**Softwares**: TallyERP.9

QuickBooks

Ms.Office – (Ms Excel, Ms word, Ms Power point,)

Peachtree

* Internet and E-mail.



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **LANGUAGES KNOWN** | **PROFICIENCY** |  |  |  |
|  |  | ENGLISH | SPEAK-READ-WRITE |  |  |
|  |  |  |  |  |  |
|  |  | MALAYALAM | SPEAK-READ-WRITE |  |  |
|  |  | HINDI | SPEAK-READ-WRITE |  |  |
|  |  |  |  |  |  |
|  |  | TAMIL | SPEAK. |  |  |  |
|  |  |  |  |  |  |  |
|  |  | **PERSONAL PROFILE** |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | Nationality | : Indian |  |  |
|  |  |  | Date Of Birth | : 14t h February 1994 |  |  |
|  |  |  | Gender | : Male |  |  |
|  |  |  | Religion | : Christian |  |  |
|  |  |  | Marital Status | : Single |  |  |

* Visa Status / validity : visit / July-8-2017

**AREA OF INTEREST**

* Accounting
* Financial Services
* Administration and Operation
* Human resource
* Warehousing

**PERSONAL STRENGTH**

* Highly cooperative and team oriented
* Fast learner and good communication skill
* Independently co -ordinate, organize and execute the delegated tasks
* Excellent computer aptitude
* Ability to learn new skills quickly
* Dedicated and self reliant

**ACHIVEMENT**

* Obtained second position in business plan held as a part of INVICTA REGNUM 1.0 conducted by the Chinmaya institute of management and technology.

**EXTRA CURRICULAR ACTIVITIES AND ACHIEVEMENTS**

* Organized various national social service scheme activities undertaken by the college 2011-13 and also attended the special camp during the period.
* Actively participated 2 days national seminar on the DNA of LASTING BRANDS by Kerala Agricultural University.
* Actively participated in Raasooya management meet conducted by DR.JOHN MATTHAI CENTRE,University of Calicut

**DECLARATION**

I hereby declare that all the information given above is true and correct to the best of my knowledge and belief

**JERRIN**