**BRINJITH**

**BRINJITH.371163@2freemail.com** ****

**Career Objective**

Creative **Administrator/Accountant** equipped with a broad knowledge and concepts and strategies to yield the best possible administrative and financial outcome.

**Highlights**

Analytical reasoning – Financial Statement Analysis – Effective Time Management – Excellent managerial techniques - Flexible team player - Strong organizational skills - Account reconciliation expert – Strength in regulatory reporting –complex problem solving –general ledger accounting .

**Professonal experience**

* **Brinks Arya India pvt. Ltd,kerala** (junior executive )10june 2008 - 20 may 2009
* **Roy & Associates Tax practioner,kerala** (Auditing assistant)1 july 2012 -5 june 2014
* **Ignatius Varghese & Chartered Accountant,kerala** (Auditing assistant) 10 June 2014 - 20 January 2016
* **Kavalackal Distributors,Ernakulam**(Accountant) 1 February 2016- June 2017

**Administrative experiences**

* Effective organizational skills
* Scheduling meetings and preparing agendas for them
* Scheduling and delegating administrative task
* Creating presentations and writing up reports
* Organizational travel and accommodation arrangements

**Accounting experiences**

* Facilitated month / year end close processes, invoicing ,journal entries and account reconciliation and finalization of accounts.
* Sales tax return filling ,income tax return filling
* Received ,recorded and banked cash ,cheques and vouchers as well as recon ciliated records of bank transactions.
* Managed daily stock report for quality assurance purposes
* Designed and created weekly and monthly spending report

**Educational experiences**

* MBA Finance

 (Bharathiyar University)

* Bachelor of commerce (B.com)

 (Calicut University)

* Tally Erp 9,Ms. Office ,ERP,Peachtree (ms.word,ms.excel,ms.powerpoint)

**Project profile**

A comparative study on inventory management for spinning Mills at Kerala Lakshmi Mills,Thrissur,Kerala.

Duration : 5 months (01-11-2010 to 30-04-2011)

**Personal details**

Date of birth : 23-12-1985

Sex : Male

Marital status : Single

Nationality : Indian

Languages know : English,Hindi,Malayalam, Tamil

**Declaration**

I hereby declare that the above mentioned details are true to the best of my knowledge