

**Renjith**

Email: - **renjith.373452@2freemail.com**

**Objective**

To work in an organization where I use my skills and knowledge to deliver value added results as well as further enhance my learning and develop my carrier.

**Work Experience**

**KERALA STATE CASHEW DEVELOPMENT CORPORATION (KSCDC)**

**POSITION**: -**ACCOUNTANT** 2012 present

Responsibilities are as follows:

* Preparation of financial statement
* Preparation of payroll accounts
* Data entry work
* Accounts payable & accounts receivable
* Preparation of petty cash book
* Preparation of cash flow & fund flow statement
* Preparation of budget
* Bank reconciliation
* Knowledge in VAT
* Preparation of fixed assets & depreciation statement
* Knowledge in IFRS

**K.S NAIR & CO, CHARTERED ACCOUNTANTS**

**POSITION: - ACCOUNTANT** 2009-2012

Responsibilities are as below:

* Preparation of Financial statement
* Data entry work.
* Ledger scrutiny
* Preparation of income tax return
* Conducting company audit
* Conducting bank audit
* Preparing sales tax return

**Computer Skills**

* Well versed with MS Office.
* Well versed with TALLY, PEACHTREE, QUICK BOOKS
* Elementary knowledge in internet
* Updated with all the latest computer applications and software’s

**Basic work attitude**

* Highly motivated and dependable in achieving goals
* Confident in making independent decisions
* Competitive, efficient ,hard working and enthusiastic

**Education**

* **Master degree in commerce**

University of Kerala Trivandrum, Kerala

* **Bachelor degree in commerce**

University of Kerala Trivandrum, Kerala

**Personality Traits**

* Ability to work independently both with minimal supervision as well as in a team.
* Flexible and adaptive
* Good Communication Skills
* Effective and efficient in using time Management

**Languages known**

* English – Read, write & speak
* Hindi – Read, write
* Malayalam (mother tongue)

**Personal information:**

|  |  |  |
| --- | --- | --- |
| Nationality | : | Indian |
| Marital status | : | Bachelor |
| Age | : | 29 |
| Visa status | **:** | Visit Visa |

**Declaration:**

I sincerely state that the above mentioned facts are true to the best of my Knowledge and belief.

**Renjith**