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| **Jetheesh**  ***General Accounting Professional***  **E-mail:** [jetheesh.374899@2freemail.com](mailto:jetheesh.374899@2freemail.com) | C:\Documents and Settings\user\My Documents\Downloads\10150753_826936347387749_2144255774197854570_n.jpg |

**PROFILE SYNOPSIS**

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Dynamic, and Goal-oriented professional offering formal education, valuable experience, skills and attributes for a solid career foundation in a progressive enterprise. Capable to handle challenging roles in domains of General Accounting, Finance, & Administration; Acquired competencies in various Accounting & Finance including but not limited to AR/AP, P&L statements, Cash Management, Maintenance of Book of Accounts, Balance Sheet, Invoices, Financial Report; Possess ability to deliver stipulated tasks within the set time frame. Knowledgeable with various banking department activities having proactive approach in continuously developing and implementing process improvements; Desirous for continuous learning with good analytical, problem solving, decision making, organization, coordination, time management, communication and interpersonal skills; Seeks a solid career foundation within a forward-thinking organization which offers challenging and broad training to use and develop skills.

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| **Strengths** | |
| * Acquired Master Of Business Administration * Adept with Payable and Receivables Management * Well versed with Tally & MS Office Applications * Capabilities to Multitask & meet tight deadlines | * Competency in General Accounting & Finance * Adoptable to work within a team or Independently * Exemplary analytical and problem-solving skills * Dynamic – Goal-oriented-Vibrant Personality |

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| **QUALIFICATION** |

**Master of Business Administration (HR)–***Sakthan Thampuran College, Thrissur, Bharathiar University* **2012 – 2014**

**Bachelor of Computer Application –** *St. Aloysius college, Thrissur, Bharathiar University* **2008 – 2011**

**Advanced Diploma in Professional Accounting (A+) –** *Accountants Service Society ,Thrissur* **2013**

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| **CAREER SNAPSHOT** |

**ACCOUNTANT –** *MENZ AUTO PARTS, Kerala, India* **October 2013 – September 2017**

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| **CORE COMPETENCY** |

**General Accounting**

* Process vendor and supplier invoices in a timely manner, verifying accuracy, approvals in accordance with company policy
* Prepare cheques and associated reports, as required in accordance with company schedules
* Order testing, maintenance, repairs, or replacement Prepare cheques and associated reports, as required in accordance with company schedules
* Develop all Accounts Payable sub-ledger journals for posting to General Ledger monthly.
* Reconcile Accounts Payable sub-ledger to General Ledger monthly, enter and reconcile cheques cashed to accounting software monthly and respond to vendor inquiries as required.

***Receivables***

* Process all client or miscellaneous payments daily or as required to sub-ledger. Refer overdue accounts to Director of Finance for adjustments, write- off or collections.
* Maintain and distribute accurate listing of overdue accounts and suspensions in accordance with company policies.
* Prepare accounting adjustment forms where required, respond to client or payer account inquiries as required.

***Payables***

* Complete payments and controls expenses by receiving, processing, verifying, and reconciling invoices.
* Pay vendors by monitoring discount opportunities, scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation insuring credit is received for outstanding memos, issuing stop-payments or purchase order amendments.

***General Ledger***

* Assist the Director of Finance with monthly general ledger reconciliations as required. Prepare monthly bank reconciliations for approval of the Director of Finance. Assist with annual budget preparation as required.

***General Office Support***

* Act as point of contact on administration matters, provide executive-level administrative support to the entire organization and represent the company to new and existing clients.

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| **PROVEN JOB ROLE** |

**Accountant-**  *Menz Auto Parts, Thrissur, Kerala, India.*

* Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
* Update accounts payable and perform reconciliations
* Update accounts receivable and issue invoices
* Assist with reviewing of expenses as assigned
* Update financial data in databases to ensure that information will be accurate and immediately available when needed
* Prepare and submit weekly/monthly reports
* Assist senior accountants in the preparation of monthly/yearly closings

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| **I.T SKILLS** |

* Proficient in MS Office application (Word, Excel, PowerPoint, Email application & Internet).
* Knowledgeable with Tally ERP 9 and Management Accounting.
* Computer Hardware knowledge.

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| **PERSONAL DETAILS** |

Nationality : Indian

Date of Birth : 13-05-1991

Marital Status : Single

Visa Status : Visit Visa

Languages : English, Malayalam & Hindi

Availability : Available upon request