

CHRISTIN

**Industrial Area 3 . Sharjah**

**Email:** [**christen.377945@2freemail.com**](mailto:christen.377945@2freemail.com)

**Contact: C/o 971504973598**

**CAREER OBJECTIVE**

Like to work in a challenging environment where my skills are fully utilized, aids me in professional as well as personal development while gaining a new experience and knowledge.

**PROFESSIONAL EXPERIENCE**

* Two years experience as Senior Accountant (September 2015 to September 2017) - MS & J Associates, Changanacherry which has responsibilities on Accounting and Financial operations.

**Reference : Padmadas K, Chief Financial Manager, MS & J Associates**

**Phone : +919495848503**

* Four months experience as Chief Accountant (September 2017 to January 2018) at Ayyar & Cherian, Chartered Accountants,Kalathipady, Kottayam

**Reference : Josy Thomas FCA, Chartered Accountant, Ayyar & Cherian**

**Phone : +919447051686**

**JOBRESPONSIBILITIES**

* Day to day accounts and monitoring of each and every transactions.
* Participation in firm and individual audit at various client premises, involving vouching of ledgers, documentation and file management.
* Preparation of accounts in Tally.ERP 9.6
* Independently handling GST and Income tax, preparation of Manufacturing, Trading, Profit and Loss Account and Balance Sheet.
* Provide market competitive information periodically.
* Participate in sales management meetings to review status of the business.
* Make sure of efficient budget control, fund flow, credit control.

**PROJECTS**

* An evaluative study about the banks preferred by youngsters to open their first account
* An evaluative study of DTH service preferred by household with special reference to Kottayam Municipality

**ADDITIONAL QUALIFICATION**

* Diploma in Computerized Professional Accounting(Tally)
* Practical Accounting( certified)
* The Basic Catechetical Training Course

**ACADEMIC QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Course | Board/University | Institution | Year of Passing |
| M.COM | M.G University | St.Berchmans College | 2015 |
| B.COM | M.G University | St.Berchmans College | 2013 |

**IT SKILLS**

* MS Excel | 2009 to Present
* MS Word | 2009 to Present
* MS PowerPoint | 2010 to Present

**PERSONAL DETAILS**

Date of birth : 24-07-1991

Visa Status : Visit

Nationality : Indian

Languages known : English & Malayalam

**HOBBIES**

Travelling and playing badminton.

**ACHIEVEMENTS**

* Represented SB College in state level seminar on Derivative Instruments and Indian Financial Market, organized by Kuriakose Gregorios College, Pampady.
* Coordinated Management Fest, “CAUSERIE” for the year 2012-2013, conducted by the Department of Commerce, St. Berchmans College Changanacherry.
* School topper in plus two (commerce).

**DECLARATION**

I hereby declare that the information given above is true to the best of my knowledge and belief. If I get this opportunity assure you that I work sincerely to meet your expectation.

Place: Sharjah

Date: CHRISTIN