**JANOOP**

**Janoop.378472@2freemail.com**

Mob: C/o 971504973598

ABUDHABI

**PERSONAL PROFILE**

Date of Birth : 03th February 1993

Nationality : Indian

Gender : Male

Marital Status : Married

Visa Status : Visit visa

**CURRICULUM VITAE**



**Objective**

To associate myself with an organization, that provides me an opportunity to express my ideas, improve my knowledge and to be a part of the team that works dynamically towards the growth of the organization.

**Academic Profile**

|  |  |  |  |
| --- | --- | --- | --- |
| **EXAM/DEGREE** | **INSTITUTION** | **YEAR OF** | **PERCENTAGE/** |
|  |  | **COMPLETION** | **CGPA** |
|  |  |  |  |
|  | M P M M SN TRUST |  |  |
| B COM | COLLEGE, |  | 65% |
| (FINANCE) | SHORANUR, | 2014 |  |
|  | PALAKKAD |  |  |
|  |  |  |  |
| PLUS TWO |  |  |  |
| IN | GJHSS,NADUVATTAM, | 2011 | 62% |
| COMMERCE | PALAKKAD (DT) |  |  |
|  |  |  |  |
| SSLC | GJHSS,NADUVATTAM, | 2009 | 60% |
|  | PALAKKAD(DT) |  |  |
|  |  |  |  |



**COMPUTER KNOWLEDGE:**

* **Tally**
* **MSOffice (Word, Excel & Power point)**
* **Accounting software(Inventory BIZ,MK Soft)**
* **TYPING SKILLS**

**INTEREST AND HOBBIES:**

* Playing Cricket
* Listening music
* Driving
* Watching TV

**MY ASSETS**

* Honesty
* Self confidence
* Willingness to learn.
* Hard Working.
* Positive Minded.
* Team spirit

**INTERSTED FIELD**

* Accounting
* Administration
* Office work
* Cashier

**EXPERIENCE**

**3.7 YEARS WORKING AS AN ACCOUNTANT**

* + One and half year experience as an accountant in**–** **JMASSH DOORS & WINDOWS PVT**

**LTD. PALAKKAD.**

* + One year and two months working as an accountant in **–** **EDAPPAYIL PAINTS &**

**HARDWARE, Valanchery,MALAPPURAM.**

* + **One year experience as an accountant in – U.K.M.TIMBERS,Palathara,Pallipurampo),P ALAKKAD(DT).**
* Direct reporting to Chief Accountant.
* Maintenance of journal voucher, payment voucher, receipt voucher & general voucher.
* Preparation of sales invoices, credit notes and debit notes.
* Handling day-to-day cash transactions.
* Online preparation of K VAT and monitoring to charge the correct rate of VAT, Excise Duty and remit the same to the Government.
* Responsible to deduct income tax on employee’s salaries, contractors, proffessionals, and remit the same in time to the Government and filling the returns.
* Involved in computerization of accounts in Tally Erp 9.
* Involved in internal auditing of the company.
* Preparation of payroll.
* Preparation of trial balance, profit& loss account & balance sheet.
* Preparation of bank reconciliation statement.

**LANGUAGES KNOWN:**

➢ English (Speak, Read & Write)

* Malayalam (Speak, Read & Write)

➢ Hindi ( Speak,Read & Write)

➢ Tamil (Speak)

**PROJECT WORKS**

* 3 months project on the topic “A study on the

AYURVEDIC PRODUCT IN VYDYAMADAM

VYADYASALA AND NURSING HOME,MEZHATHUR,KOOTANAD,PALAKKA D DISTRICT,KERALA.

**DECLARATION**

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

Place:

Date: **JANOOP**