

**GITHESH**

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**CAREER OBJECTIVE**

To set the world on fire in the field of Accounting

**SUMMARY OF EDUCATIONAL QUALIFICATION**

* Pursuing Master’s in BusinessAdministration with specialization in Finance from Bharatiar University
* Graduation in Commerce from Manonmaniam Sundaranar University,2016
* Higher Secondary Education from Kerala State Education Board,2011
* SSLC from Kerala State Education Board ,2009

**TECHNICAL EXPERTISE**

* Certificate Course in Financial Accounting with Tally ERP
* Professional Diploma in Computer Accounting
* Personal Financial Management (Basic)

**WORK EXPERIENCE**

1. Firm’s Name: Field Master(Manufacturer of Steel Bright Bars)

Designation: Accountant

Duration: 2 Years (DEC 2015–NOV 2017)

Job Profile:

* Maintain accounts in Tally ERP.9
* Maintain up-to-date billing system as per the production report
* Bank reconciliation of Company accounts (Sheena, Field master, Hydromech & meta bright
* Prepare Month-end statements of accounts receivable & payable (sheena, field master, Hydromech & meta bright)
* Maintain Cash Register And petty Cash of company
* Payroll
* VAT
* Monitor customer/suppliers account details for non-payments delayed payments and other irregularities
* Prepare Cheques & Covering Letters to Creditors(sheen field master meta bright hydromech
* Ensure all payments are properly accounted
* Record Entries such as purchase, sales, payment, receipt, journal debit note& credit note
* Preparation of all journal books as cash book and bank book on daily basis In computer
* Reconciliation of bank book and cash book on monthly basis
* Computation of salary and calculation of taxation for salary
* Bill clients and follow- upson payments
* EPF Work (payments of Challan & Employees Deduction form salary)
* ESIC work ( Creating anESIC Online id for the workers, new joining deduction form salary & accident case of workers under ESIC
* Look after submission of EPFfor workers and employees
* Prepare quotation as per the requirement at factory
* Purchase for the company and factory requirementmaterials
* Issue Offerletters, Appointment letters, Transfer letters &Confirmations letters
* Handle recruitment through various streams& call back the same for the appointment for Interview
* Maintain attendance Register of Staff

**INTERPERSONAL SKILLS**

* A team player
* Work effectively with people from different backgrounds and temperaments

**PERSONAL INFORMATION**

Date of birth : 17/11/1994

Gender : Male

Marital status : Single

Nationality : Indian

Religion : Hindu

Languages known : English, Hindi,

Malayalam & Tamil

Hobbies : Playing football &

Socializing

Strengths : Conscientious &

Quick learner

**DECLARATION**

I hereby declare the information furnished above is true to the best of my knowledge

Place:

Date:

**GITHESH**