STEPHY (Accountant,2 years of experience)

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| **Personal Details:-**  Date of Birth : 13-02-1992  Sex : Male  Marital Status : Single  Nationality : India  **Languages Known:-**  English, Hindi, Tamil and Malayalam  **Interest & Hobbies:-**   * Driving & Travelling * Communicating Other * Participate & coordinating Club and other Activities | **OBJECTIVE:-**  To be a part of an organization that offers good working environment where in my education, experience and professionalism be exercised and utilize and be impart for better prospectus of the organization.  **EXPERIENCE**   * **JSF Holdings**   Designation: Sr. Accounts Assistant  Duration: 2 years  Started as a single brand in Kerala over forty years ago, now grown to be the largest ice-cream brands in South India. Lazza, Skei, Uncle John and I&U are major brands. Skol is leading brand in the topping sauces segment. The brands presence also reaches to the Middle East and Africa  **Key Responsibilities Handled**   * Post and process journal entries to ensure all business transactions are recorded * Maintain Accounts Receivable ,Accounts Payable and manage payments * Handled VAT process * Prepare salary statements of employees * Compile and update employee records hard and soft copies * Properly handle complaints and grievance procedures Job Requirements * Assist with reviewing of expenses, payroll records etc. as assigned * Review and file payroll documents. * Prepare Bank reconciliation and Inter-company reconciliation * Purchase voucher handling and billing * Preparing cash flow statements * Follow up ,collection and allocation of payments * Management of petty cash transactions * Providing management with monthly accounting reports * Managing tax related obligations * Calculate and post receipts to appropriate general ledger accounts and verify details of transactions, such as funds received and total account balances * Handling huge volume of transactions * Conduct month-end and year-end close process * Keep information confidential and secure them with random database backups     **PERSONAL SKILLS:-**   * Hard work * Optimistic * Leadership * Communicating others   **TECHNICAL SKILLS:-**   * DIFA(Diploma in Indian and foreign accounting)Certified course completed * Tally ERP 9 * M.S. Office-Word, Excel, PowerPoint * Internet and E-mail operations   **WORKSHOP ATTENDED**   * Attended Seminar on Entrepreneurship Development held on October 2014. * College Campus Connects Programme one week workshop on reasoning skill. * Workshop of HR conference held on February 2015.   **ACADEMIC PROFILE**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Degree** | **Institution** | **Board/University** | **Percentage** | **Year** | | MBA (Finance and Marketing) | Excel B-School | Anna University, Chennai | 70% | 2015 | | BBM(CA) | Sree Amman Arts and Science College ,  Erode | Bharathiar University | 69% | 2013 | | HSS(Computer Science) | NSS HSS,  ADOOR | Kerala State Board | 75% | 2010 | | S.S.L.C. | NSS HSS,  ADOOR | Kerala State Board | 86% | 2008 |   **DECLARATION:-**  I confirm that the above mentioned details are true to the best of my knowledge and belief.  Place :  Date : **STEPHY** |