STEPHY (Accountant,2 years of experience)

C/o-Mob: +971504973598

Email: stephy.379333@2freemail.com

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| **Personal Details:-**Date of Birth : 13-02-1992Sex : MaleMarital Status : SingleNationality : 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 AssistantDuration: 2 yearsStarted 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**

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| **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**  |