

**VINIL**

Vinil-394095@2freemail.com |

|  |  |  |
| --- | --- | --- |
| **CAREER** | To be associated with a firm, this provides career development |  |
| opportunities and contribution in its progress through my knowledge and |  |
| **OBJECTIVE** |  |
| skill. |  |  |
|  |  |  |
| **EXPERIENCE** | **ACCOUNTANT** | *June \_ 2017 - May \_ 2019* |  |



( Cochin \_ Kerala )

**◆** Preparing slaes register, Day book

and Ledger manually

**◆** Enter all data to Tally Erp 9

**◆** Preparation of Quotation to

customers

**◆** Receipts and payments, Bank

statement

**◆** Sales billing and Cashier role

**◆** Collect cash and cheques from

customers and credit to company

bank

**◆** Preparing records and doccuments

to owners and auditors and tax

consultants

**◆** Suppliers and customers follow up

**ACCOUNTANT** *April \_ 2014 - March \_ 2017*

 ( Cochin \_ Kerala )

* Act as a tax consultant
* Maintained more than 20 companies accounts
* Collecting datas from clients
* Prepare sales and purchase registers
* Calculating monthly tax and inform clients
* E filing , Annual returns
* Supplier's and customers follow up Of clients
* Assisting clients with issues Related accounts and tax
* managing and help colleagues, workloads and deadlines



**EDUCATION** **University Of Calicut**

B COM

Prathibha College , Punnayurkulam

2013

**Board Of Kerala**

PLUS TWO

GHSS Veliancode

2010

**Board Of Kerala**

S S L C

GHSS Veliancode

2008



|  |  |  |  |
| --- | --- | --- | --- |
| **TECHNICAL** | Tally ERP 9 |  |  |
| **SKILLS** | MS Oﬃce |  |  |
|  |  |  |  |
| **PERSONAL** | Date of Birth | : 08/09/1992 |  |
| **PROFILE** | Marital Status | : Single |  |
|  |  |
|  | Nationality | : Indian |  |
|  | Known Languages | : English, Malayalam |  |
|  | Passport Expiry Date | : 30/09/2023 |  |
|  | Visa Status | : Visit Visa |  |



**PERSONAL STRENGTHS**

* Positive attitude towards work
* Accuracy
* Team Work
* Hard Working
* Excellent in health like to travel and willing to get relocated to any part of the country



|  |  |  |
| --- | --- | --- |
| **DECLARATION** | I here declare that all the above furnished details are true and correct to |  |
| the best of my knowledge and belief. |  |
|  |  |
|  |  |  |

**VINIL**