**jim**

Email: jim.387417@2freemail.com

**OBJECTIVE**

I wish to seek a challenging position in a growth-oriented organization, where I can explore my professional skills with a distinct image and learning potential.

**WORK EXPERIENCE**

**rooster traders INDIA- *Accountant ( from September 9, 2015 to November 30, 2018)***

**DUTIES AND RESPONSIBILITIES**

* Maintaining daily transactions of the company.
* Preparing MIS reports for the Director board.
* Payment follow up.
* Billing
* Filing of GST Tax returns

**ACCADAMIC QUALIFICATION**

* **JAI BHARATH COLLEGE OF ENGINEERING AND TECHNOLOGY, PERUMBAVOOR, KERALA**
* Class/ Course : B.Tech(ECE) Year of Passing : 2015
* University : MG University, Kottayam
* **GOVT. HIGHER SECONDARY SCHOOL, EDATHALA**
* Class/ Course : 12th Year of Passing : 2011
* University : Kerala State Board
* **ST FRANCIS D' ASSISI HIGHER SECONDARY SCHOOL, ASOKAPURAM, ALUVA**
* Class/ Course : 10th Year of Passing : 2009
* University : CBSE

**TECHNICAL SKILLS**

* Operating Systems. : WindowsXP**,** Vista**,** 7, 8, 8.1,10 and Mac OS.
* Computer applications. : Microsoft Office, Tally ERP 9, Inventory-biz, Matlab, C++, C

**PERSONAL DETAILS**

Sex : Male

Date of Birth : 29-06-1993

Marital Status : Single

Nationality : Indian

Languages known : English, Malayalam, Hindi & Tamil.