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Email:[jins-394736@2freemail.com](mailto:jins-394736@2freemail.com)

* Date of Birth:

**20-06-1990**

* Nationality

**INDIAN**

* Religion

**Christian RC**

* Marital Status

**Single**

**CAREER OBJECTIVE**

Excellent accounting skills, with experience in TALLY, dealt with customers and high level workloads within strict deadlines. Now looking to start a new challenging position to meet my competencies, capabilities, skills, education and experience.

**PROFESSIONAL QUALIFICATIONS**

**M Com & MBA** Marketing

**TALLY - ERP 9,** From Tally Academy,

Hilda Complex, Kanjirappally.

**MS OFFICE** (C-DAC Certificate)

**ACADEMIC QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| Course (Stream) or Examination | Institution / University | Year of Passing | % of Marks |
| M.B.A | Bharathiar University,  Coimbatore | May  2015 | 58% |
| M Com | MG University, Kottayam, Kerala | March  2012 | 63% |
| B Com | MG University, Kottayam, Kerala | March  2010 | 59% |

**WORK EXPERIENCE**

* **BEHAVIORAL**

**CHARACTERISTICS**

Good Communication Skill

Ability to meet deadlines

Flexibility

Ability to face changes

Willing to take responsibilities

Ability to Analyze

Self motivated

* **LANGUAGES KNOWN**

English

Hindi

Malayalam

* **COMPUTER PROFICIENCY**

Operating System

**MS Windows**

Office Suit

**MS Office**

MS Word, MS Excel & Outlook

Accounts Package

**Tally ERP 9**

•  **[Kerala , India]**

Position: **Accountant**

Period: 01-06-2014 to 21-09-2019

* Accounting
* Preparation and Finalization of Financial Statements.
* Preparing Monthly statement for GST

Return submission

* Preparation of debtors and Creditors Outstanding Reports
* Maintaining ledger Accounts
* Invoice Preparations (Sales/Purchase)
* Journalizing transactions
* Maintain accurate Inventory Reports
* Analyzing and verifying bank transactions
* Coordinating subordinates to ensure proper Accounting.
* Handling all documentations includes

Quotations, Delivery Notes,Purchase Orders,

Sales, Purchase, Receipts, Payments other

Related documents.

•  **[Thodupuzha, Kerala, India]**

Position: **Accounts Assistant**

Period : 07/04/2013 To 30/04/2014

* Accounting
* Maintain and creation of Ledger Accounts
* Journalizing the transactions
* Preparing Stock Reports
* Preparation of debtors and Creditors Outstanding Reports
* Voucher entry
* Invoice Preparations (Sale/Purchase)
* Maintain cash Books and monitoring bank transactions

**DECLARATION**

I hereby declare that the information stated above are true and correct to the best of my knowledge and belief.

|  |  |
| --- | --- |
| **Date : 14/10/2019** |  |
| **Place : Al Karama** | **JINS** |