****

**AJITH**

Email: ajith-395341@2freemail.com

**Professional Summary**

To chart out a career in finance taking full advantage of my specialization in finance and to work with my full efficiency and integrity in long term association with any reputed organization.

* **More than Two years of experience** in a Chartered accountants firm, **Accounting, Finalization of accounts, Accounts consolidation, Reconciliation, Tax assessment, Various Types of auditing, ROC Compliances, reporting and Documentation.**
* **Two years of experience** in an Accounting and Tax Consultancy firm, **Accounting, Budget development, Bookkeeping, Individual tax returns, Accounting management.**
* **More than Two years of experience** in a Manufacturing Company, **Accounting, Customer service, internal control management.**
* Experience in **preparing accounts, Finalize and consolidation like Balance sheet, Profit & Loss accounts and various control Accounts.**
* Experience in **preparing Sales Tax, Income tax, ROC Compliances and GST Return.**
* Experience in **day to day processing of Accounts payable and receivables** to ensure that organizational finance were maintained in an effective and efficient manner
* Worked with the management team to implement the proper division of responsibilities.
* Completed all **daily tasks and special assignments** with an efficient and quality-driven approach.

**Work History**

**JGS & ASSOCIATES (Chartered Accountants Firm)** –Thrissur, Kerala

* **Audit Officer**  Sep’2017 to Oct’2019

**SATHYANARAYANA ASSOCIATES (Tax Consultancy Firm)** –Thrissur, Kerala

* **Accounts Manager** Oct’ 2015 to Aug’2017

**Green Rock Crushers & Mines PVT LTD** – Thrissur, Kerala

* **Assistant Manager**, May’ 2013 to Sep’ 2015

**Skills**

* Accounts Reconciliation
* General Accounting
* Accounts consolidation and Finalization 
* Payroll Management
* Taxation
* ERP and Utility software
* Internal Auditing 
* Accounts Payable and Receivable 
* Inventory control

**Educational Qualification**

Professional Qualification : CS Executive – Pursuing

Institute : Institute of Company Secretaries of India

Degree : Bachelor of Commerce

College : Co Operative Arts & Science College

University : University of Calicut

Year of Passing : 2012

Academic Performance : 59%

Higher Secondary : Govt HSS Chembuchira

Exam/Board : Board Of Education, Kerala

Year of Passing : 2009

Academic Performance : 73%

Higher School : Govt HSS Mupliyam

Exam/Board : Board Of Education, Kerala

Year of Passing : 2007

Academic Performance : 87%

Diploma in Indian and Foreign Accounting (DIFA)-IAB

**Personal Details**

Date of Birth : 29th February 1992

Languages : English, Malayalam, Tamil Hindi.

Nationality : Indian

Marital Status : Single

Visa Status : Visit (Valid Till Jan’2020)

**Declaration**

I do hereby confirm that the information furnished above is true to the best of my knowledge and belief.

**Place: Mupliyam** **AJITH**

**Date: 29-10-2019**