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## OBJECTIVES

Enthusiastically seeking a challenging and leading position in a demanding and task oriented organization, which would allow me to utilize my skills and capabilities in a strategic, innovative and analytical way.

## SKILLS

- Can adapt quickly to varying business cultures.
- Quick at learning new concepts and technologies and putting them to use.
- Good communication and interpersonal skills.
- Strong organizational skills and ability to manage multiple tasks in parallel.

## EDUCATION

Masters of Commerce (M.Com) - University of Mahatma Gandhi, Kerala, India

## PROFESSIONAL PROFILE

COMPANY/FIRM	COUNTRY	DESIGNATION	PERIOD
SHIJO ASSOCIATES	India	Accounts Assistant	From may 2019 to December 2019
GLENROCK RUBBER PRODUCTS (P) LTD.	India	Junior Accountant	From January 2020 to November 2020

## EXPERIENCE

### ACCOUNTS ASSISTANT

JANUARY 2019

The key areas handled by me are :-

- Finalization of Accounts
- Preparation of monthly Profit & Loss Account

- Payment preparations
- Calculation of Tax
- Dealing with Suppliers invoices

## **JUNIOR ACCOUNTANT**

### **GLENROCK RUBBER PRODUCTS (P) LTD**

#### **JANUARY 2020**

- Processing of payments to creditors
- Maintaining of Fixed Asset Register
- Scrutiny of ledgers
- Assisting Accounts Manager in connection with Discounting of Export Invoices with Bank
- Filing of Sales Tax and P.F Returns
- Bank Reconciliations
- Ledger Reconciliations
- Physical verification of stock
- Data entries like cash, bank, journal etc. into the Accounting Software
- Preparation of Monthly profit and loss account and reporting to the Finance Manager
- Handling of cash payments and receipts
- Raising of invoices and Follow up with debtors
- Verify rates and compare with the Purchase order
- Cash and Bank receipts and depositing of same with bank

#### **IT/ERP EXPOSURE**

- Worked in Tally ERP 9 , M S Word and Excel
- Worked in Microsoft Office Tools.  
ERP Software

#### **PERSONAL DETAILS**

- Date of Birth : 05 June 1997
- Sex : Male
- Nationality : Indian
- Marital Status : Single
- Languages know : English, Hindi & Malayalam
- Passport No : T6893367

#### **OTHER SPECIFICATIONS**

- Visa Status : Visit Visa Expires on march 21.2021