

VIJITH PALOTH

7+ Years Experience in
Accounts



Linkedin:

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Email:

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Date of Birth:

05.04.1989

Nationality:

Indian

Passport No:

T8641311

Visa Status:

Visit Visa

Languages:

English,Hindi,Malayalam.

Address:

Karthika House,Edakkad(P.O),
Calicut,Kerala,India.
Pin:673005.

Computer Proficiency:

Tally ERP9,M.S(Excel,Word)

PROFESSIONAL STRENGTH

Detail-oriented, efficient and organized professional with extensive experience in accounting systems. Possess strong analytical and problem solving skills, with the ability to make well thought out decision. Excellent written and verbal communication skills. Highly trustworthy, discreet and ethical.

ACADEMIC QUALIFICATIONS

- **M.com** studied from Madurai Kamaraj University, palkalainagar, Madurai, Tamilnadu.
- **B.com** studied from University of Calicut, Calicut, kerala.
- **PlusTwo** studied from N.S.S English Medium Higher Secondary School, Wayanad, Kerala.
- **S.S.L.C** studied from N.S.S English Medium Higher Secondary School, Wayanad, Kerala.

EXPERIENCE

March 2018 – December 2019.

Nilambur Traders, Calicut, Kerala,India- Accountant.

Job Profile:

- GST Filing.
- Vat Entries.
- Book keeping.
- Bank Reconciliation.
- Cash Management.

January 2016 - January 2018.

Sierra Limited, Babati, Manyara, Tanzania - Accountant.

Job Profile:

- Preparation of Management Information System.
- Vat Entries.
- Supervise the employees in the factory.
- Vouching.
- Inventory control.

January 2015 – December 2015.

Medical Systems Inc, Calicut, Kerala, India. - Accountant.

Job Profile

- Purchase and Sale Entries.
- Bank Reconciliation.
- Payroll.
- Petty Cash Entries.
- Cash Management.

May 2011 – December 2014.

Joy Thomas FCA, Calicut, Kerala, India. - Audit Assistant.

Job Profile.

- Preparation of Trial Balance, Profit and Loss and Balance sheet.
- Internal Audit.
- Inventory Audit.
- Vat Filing.