

GIFTY JAMES
Mob: +918281817840
+971568655625
Email: giftedayadiyil@gmail.com



Profile

Junior accountant with 2 years of experience in maintaining the integrity of general ledger accounts and preparation of financial reports. With excellent organizational skills with demonstrated ability to effectively prioritize meet strict deadlines, it challenges me to improve and keeps me on growing with my career.

Work Experience

K J Jose FCA
Designation : Junior Accountant
Period : 5 June-2017 to 30 June -2018
1 July 2020 to Present

Roles & Responsibilities:-

- Administration of accounts receivable and accounts payable
- Preparation of accurate financial accounts and reports to comply with accounting principles and practices
- Engagement with budget development and financial forecasting
- Accurately gather, interpret and analyze financial data

Knowledge of

- **MS Office** – (MS Word, MS Excel, Power Point)
- **Tally ERP 9**
- **Taxation** - Direct and Indirect Tax
- **Programming Language:** C , Visual Basic, Data Base Management System

Educational Qualification

M.COM IN FINANCE AND TAXATION
ST.GEORGE'S COLLEGE ARUVITHURA, MG UNIVERSITY, KERALA 2018-2020

B.COM IN COMPUTER APPLICATION

BISHOP VAYALIL MEMORIAL HOLY CROSS COLLEGE CHERPUNKAL,
MG UNIVERSITY
KERALA 2014-2017

HSE & SSLC

ST.MARY'S H.S.S TEEKOY KOTTAYAM KERALA

Skill Highlights

- Strong interpersonal & communication skills
- MS Office Suite
- Ability to work collaboratively as part of a team
- Problem Solving
- Leadership
- Meticulous attention to detail
- Excellent Organizational skills
- Poised under pressure

Personal Details

Date of birth	:	27.10.1996
Sex	:	Female
Religion	:	Christian, RCSC
Marital Status	:	Unmarried
Nationality	:	Indian
Passport No.	:	U6903649
Languages Known	:	English, Malayalam

Declaration

I honestly declare that all the above given particulars are true to the best of my knowledge and belief.

GIFTY JAMES