

JERIN ANTONY



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Madappamthottu (H), Chemperi, Kannur, Kerala, 670632

SKILLS

Tally

MS Office

MS Excel

Windows OS

Mac OS

PERSONAL DETAILS

Date of Birth : 23/11/1991

Marital Status : Single

Nationality : Indian

Passport No. : M5805246

Gender : Male

LANGUAGE

English - Read, Write and Speak fluently

Hindi - Read, Write and Speak fluently

Malayalam -Read, Write and Speak fluently

OBJECTIVE

Dedicated and experienced accounting professional with proven success managing finances. Seeking an opportunity to use my experience.

EXPERIENCE

St. Joseph's Higher Secondary School, Baramulla, Kashmir, India

Accountant

September 2013 - June 2019

EDUCATION

Kannur University

Bachelor of commerce

2013

Marygiri Senior Secondary School, Sreekandapuram, Kannur

Higher Secondary

2010

St. Mary's High School, Naduvil, Kannur

SSLC

2007

Sree Shankaracharya Computer Centre, Kannur

Tally (Computerized Accounting)

2013

DUTIES AND RESPONSIBILITIES

Perform professional accounting work involving preparation of ledgers, journal entries, trial balance and financial statements.

Assistance in budget preparation, prepare budget forecast.

Handle monthly, quarterly and annual closings.

Reconciliation of bank account, accounts payable and receivable.

Responsible for maintaining payroll related accounts such as daily cash deposits. Preparation of payroll.

Preparation of accounts for submission to the auditors.

PERSONAL STRENGTHS

Fast learner and excellent team player.

Capable to grasp the fundamentals in the field

Proven ability to report and communicate clearly in the fast paced environment. Abilities to meet the requirements.

Ability to work independently as well as in team depending on the task at hand. Able to live up to the expectations.

DECLARATION

I hereby declare that the above information furnished is right

Place: United Arab Emirates. Signature: