

JINESH K



CONTACT

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☎ 052 896 8065

📍 Kappakuth house, Neelancheri
PO Malapuram, 676525, Kerala,
India

PERSONAL DETAILS

Date of Birth : 09/02/1995
Marital Status : Single
Nationality : Indian
Whatsapp number : 9847468058
Sex : Male

SKILLS

PROFESSIONAL

MS Office
TallyERP 9.0
Tally prime
Peachtree
Quickbook

LANGUAGE

Malayalam
English.
Hindi.
Tamil.
Telugu.

OBJECTIVE

To apply my knowledge and skill in the Accounting filed and develop as a professional in the area where I work on.

EDUCATION

■ Calicut University

2013 - 2016

Bachelor of Commerce (B.Com) Co-operation

■ Kerala State Board

2011-2013

Higher Secondary Education (commerce)

■ Kerala State Board

2010-2011

Secondary School Leaving Certificate

CERTIFICATIONS

■ MFA

Master in Financial Accounting

■ DIFA

Diploma in Foreign Accounting

■ DTP

Desk-Top Publishing

INTERESTED AREAS

- Accounts
- Financial Analysis
- General ledger

HOBBIES



WORKED WITH

■ Junior Accounts Executive

Ajfan Dates and Nuts, Hyderabad

■ Junior Accounts Executive

KR's Sree Narayana College, Valanchery Malapuram, Kerala

■ Junior Accounts Executive

Saradharji Ka Dhaba, Cochin, Kerala

EXPERIENCE

1. Maintenance of cash and bank books .
2. Preparing and maintaining Journals .
3. Processing and reconciliation of vendor payments, preparing monthly budgets and making payments by way of Bank Transfer, Cheques & Online payments .
4. Reconcile accounts payable and accounts receivable.
5. Preparing Bank Reconciliation statement.
6. Preparation and maintaining of receipt and payments.
7. preparation and statements of accounts.
8. Ensure timely payments of all dues to suppliers, vendors, etc.
9. Provide the management with Financial Information from time to time.
10. Oversee the General Administration function of the Company.
11. Oversaw the company's general account operation by strategically controlling and verifying financial transactions.

DECLARATION

I declare that above furnished information are true and correct to the best of my knowledge.