

**RESUME**

**LITHIN M.CHACKO**

**Mob +917025619775**

Email: lithin89@yahoo.com

**OBJECTIVE**

Seeking a challenging and innovative job where I can serve with best of my capabilities, exploit my potentials fully and to continually upgrade my knowledge and skills in the process of contributing to the organizational goals.

**EXECUTIVE SUMMARY**

* Excellent Communication , Interpersonal and presentation skills
* Goal-oriented individual with strong leadership capabilities
* Excellent in customer service skills and customer orientation.
* A good team player

**PROFESSIONAL EXPERIENCE (4.5 yrs)**

* Worked as Accounts Executive at Mars Hypermarket LLC,Salalah,Oman.(Year 2015 to 2019)
* Worked as Accountant with Store Keeper at South Store Est. LLC,Salalah,Oman (6 Months)

**TECHNICAL SKILLS**

* Proficient in MS Office 2007
* Working knowledge with Tally
* Manual Accounting

**ACADEMIC QUALIFICATIONS**

* Master of Business Administration(MBA-Finance & Marketing)Bharatiyar University, Coimbatore (2011 -2013) with First class
* Bachelor of Commerce (B,Com),M.G. University,Kerala (20007-2010) with 70% of marks

**TRAINING UNDERGONE**

* Four months practical training in Financial and Management Accounting (Manual and computerized Tally 6.3) and aspects of Sales Tax and Income Tax in business environment from the Institute of Accountants Kottayam.

Job Responsibility

* Accounting of purchase and sales.
* Accounts receivables/ payables and follow ups.
* Reconciliation of Ledger and updated statement submit to management.
* Payroll preparation and salary reconciliation.
* Accounting of Petty cash payments and receipts.
* Calculation and preparation of employee’s requirements.
* Reconciliation of Branch bank account.
* Absence of cashier handling cash counter.
* Preparation of Daily and Monthly Profitability Report and submission to management.
* Quarterly stock taking.
* Monthly stock verification.
* Cash, Bank payment, journal voucher preparation
* Other incidental activities connected with the position.
* Preparation and maintenance of Registers, Files, Ledgers, Reports, Vouchers, Invoices
* Handled large volume cash at the counter
* Experienced in Working with Teller Machine
* Handled customs clearances,port clearances
* Handled international fund transfers

**PERSONAL DETAILS**

Age & Date of Birth : 30,07-01-1989

Sex : Male

Marital Status : Married

Nationality : Indian

Languages Known : English, Hindi, and Malayalam

Permanent Address : Thekkemannil House

Chethackal PO,

Ranny, Pathanamthitta (DIST),

Kerala.PIN-689677.

**Mob#91-7025619775**

**PASSPORT DETAILS**

Passport Number : S0077938

Date of Issue : 18-04-2018

Date of Expiry : 17-04-2028

Place of Issue : Trivandrum

Date

Place LITHIN M.CHACKO