



RINI JAMES

Mobile: 00971-54-4382575 Email- rinijames6767@gmail.com

ACCOUNTANT

PROFILE

Financial & Accounting Management professional with one and half years of experience with **VELOCITY SCHOOL BUSES TRANSPORTATION** (Transportation Company) under **KBBO GROUP**

- Proven ability to improve operations, impact business growth and maximize profits through achievements in finance management, cost reduction, internal controls, and productivity/ efficiency improvements.
- Reputation as a self-directed professional with excellent problem solving and management skills. Well disciplined with proven ability to manage multiple assignments efficiently under extreme pressure while meeting tight deadlines schedules.
- Ability to communicate and interact with executives, management, and staff. **Looking for a challenging opportunity with a reputable Company / Group where my skills and experience will have a valuable impact.** Trying to grab more knowledge based on working atmosphere and ability to understand nature of business.

Value Offered /Core Competency

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| • Day-to-day Financial accounting | • Assisting in Internal & Statutory Audit |
| • Revenue receipts & recognition | • Final settlement and leave salary calculation |
| • Handling Receivable and Payable | • Payroll verification and process |
| • Sub Ledgers and Bank reconciliations | • MIS reports |
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PROFESSIONAL EXPERIENCE

VELOCITY SCHOOL BUSES TRANSPORTATION
Designation: Jr Accountant

Key Responsibilities:

- Handling All Receivables.
- Customer invoicing

- Handling All Payables.
- Reconciliation of Customer & vendor payments
- Preparing daily and weekly collection tracker of fees collected from different units
- Maintaining a healthy communication with Customers and Vendors
- Daily Cash and bank tracker Updation
- Maintaining diesel consumption tracker
- Preparing Collection plans
- Petty cash transactions
- Bank reconciliation
- Payroll verification & process
- Assisting Sr. Accountant in closure of monthly accounts.
- Making Salary Payments & Supplier Payments

Smart5 (CCTV Dealers Company)
Designation: Accountant

Key Responsibilities:

- Weekly Reconciliation of major bank accounts statements.
- Daily cash transactions
- Revenue target achieving.
- Updating Gstr1 , Gstr3b,
- Trial balance , profit and loss account & Balance sheet
- Cash book preparation
- Maintaining a healthy communication with Dealers on payments.
- Assisting Sr. Accountant in closure of monthly accounts.

KERALA ACADEMY TAX PRACTITIONER
Designation: Sales tax practitioner

Key Responsibilities:

- Prepare and Filing Tax returns of the client
- Updating GGstr1 ,Gstr3b
- Cash book preparation
- Maintaining Client Summary.
- Assists to prepare trail balance and Balance s

EDUCATIONAL & PROFESSIONAL CREDENTIALS

Bachelor of Commerce from the Bharathiyar University, Tamilnadu, India – Year 2018
 Sales Tax practitioner course, Kerala academy Tax and accounting, Ernakulum, India Year 2018
 12th Standard from Govt H S S Edappally, Ernakulum, Kerala, India – Year 2015
 SSLC from CKCGHS Ponnurunni Vyttila, Ernakulum, Kerala, India- Year 2013

PERSONAL DETAILS

Father's Name : M J James
Date of Birth : 17-April-1998
Marital status : Single
Nationality : Indian
Passport NO : S4181174
Linguistic Ability : Malayalam, English, Tamil, & Hindi
Permanent Address : Malathuruthil house, Chirakkakam, Varauzha, Ernakulam, India