

AJITH JOSEPH

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CAREER OBJECTIVE*:*

**ACCOUNTING/ADMINISTRATION**

Office Management - Supervision – Secretarial

A challenging position of an **Accountant /any other post** that will enable me to contribute to the organization goals availing an opportunity for growth and advancement.

**B.com Graduate with 5+ years of experience as an Accountant & Customer Relationship manager.**

**KEY SKILLS :**

* Expertised knowledge in NEFT ,RTGS & IMPS payments to suppliers through Net banking.
* Experienced in Computerized [Tally accounting software] & Manual Acccounting.
* Computer savvy professional with extensive hands on experience utilizing computer applications.
* Experienced in Microsoft office suite.[MsWord ,MsExcel etc.]
* Keeping accounts of customers account (Debtors)
* Keeping accounts of Suppliers Account (Creditors)
* Preparing salary of all the employees of the company(Payroll)
* Bank Reconciliation Statement(Banking)
* Cash flow periodic statement
* Inventory Control with Branches Account
* Trial Balance (Ledgers Balances)
* Trading, P& L Account & B/S
* Computers:-Ms Office (Ms Access, Excel, Word, PowerPoint) Ms outlook-Email, Internet & LAN
* Accounting package: Tally9
* Experienced in multiple trading applications.
* Introductory knowledge in “C” programming language.
* Experienced in installation of computer applications including operating systems.
* Team viewer.
* Maintenance of windows operating system and applications.

**EDUCATION,**

* Bachelor of Commerce (B.COM), June 2008 from Mahatma Gandhi University.
* Computer: MS Office, Computer Programming, DCFA, Tally9.ERP

**TRAINING / CERTIFICATES,**

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| **DCFA [Diploma in Computerized Financial Accounting]** [**TALLY**  ] **D S Institute, Alappuzha, Kerala**  **Subjects:**   * Manual Accounting & Computerized Accounting * Basic Accounting Terms & Application In tally * Trading Accounting & Application In tally [VAT -Regular, Composite] * Manufacturing Accounting & Application In tally[Excise Duty ,FBT] * Financial & Cost Analysis , Application in Tally   **MS Office**   * MS Word * Ms Excel * Ms Power point * Ms Access   **Stock Exchange**   * CDSL [Central Depository Services (India) Limited], * IPO Shares, * Stock Exchange[NSE]- NCFM CAPITAL MARKET Dealer's Module |  |

**TOTAL WORKING EXPERIENCE [ 5 +Years]**

**Muthoot Securities & commodities Ltd. , (August 2009 - March 2012)**

**Customer Relationship Manager**

***Ledgers & Customers Accounts:***

* Daily monitoring of works, daily sales reports, purchase reports, execution of deliveries, posting transaction of the day to the accounts file, e-mailing, procurement, meeting with clients.
* Processing invoices with corresponding.
* Dealing with supplier enquiries, keeping customers accounts.
* Reconciling monthly supplier statements and issue of payments.
* Recording journal entries Purchase A/C, Sales A/C, Expenses A/c, Other Income Purchases of fixed assets
* Responsible for Purchase and Sales Ledger Accounts, petty cash, expenses, payroll, reconciliation A assisting in auditing. Also responsible for secretarial duties for the Executive Manager.
* Writing sales reports, resolving enquiries from employees, reconciling corporate bank accounts,
* Maintaining inventory, posting of cashbook receipts and payments.
* Within Credit Control, working with customers to control payment terms and solve Invoice queries.
* Preparing reports on different aspects of the business on weekly and monthly basis and daily registration of

Invoices and credit notes.

* Developed experience of Excel Spreadsheets and MS Word.

***Banking:***

* Bank Reconciliation Statement, Checking recorded and banked remittances from customers .

***Payroll:***

* Monthly payroll calculation and distribution.
* Issuing cash and expenses for staff, Petty cash .
* Controlling and adjustments to hours, costing and absence.

***Customer Dealing:***

* Providing online support for the clients .
* Installation of Trading software [client version] for the clients & Educating them ,how to use the software most effectively.
* Handling requests and complaints of the clients.
* Inform the clients about their Cash balance & MARGIN available in their Account before Market opens.
* Checking the Status of the cheque's given by clients & informing them about it
* Coordinating with the clients regarding settlement queries.
* Dealing with COMMODITY ,EQUITY and DERIVATIVE SEGMENTS.
* Guiding both online and offline clients .
* Providing adequate solutions to the clients through emails & over the phone.
* Verification of Account opening documents of clients & entering the DATA in our account opening software.

**Dockers , Mescos & Kobbler (February 2015 - Nov 2016 )**

**Accountant Cum Office Manager for a Retail chain.**

**Ledgers & Customers Accounts:**

* Doing NEFT ,RTGS & IMPS payments to suppliers through Net banking.
* Daily monitoring of works, daily sales reports, purchase reports, execution of deliveries, posting transaction of the day to the accounts file, e-mailing, procurement, meeting with clients.
* Processing invoices with corresponding.
* Dealing with supplier enquiries, keeping customers accounts.
* Reconciling monthly supplier statements and issue of payments.
* Recording journal entries Purchase A/C, Sales A/C, Expenses A/c, Other Income Purchases of fixed assets
* Responsible for Purchase and Sales Ledger Accounts, petty cash, expenses, payroll, reconciliation,assisting in auditing. Also responsible for secretarial duties for the Executive Manager.
* Writing sales reports, resolving enquiries from employees, reconciling corporate bank accounts,
* Maintaining inventory, posting of cashbook receipts and payments.
* Within Credit Control, working with customers to control payment terms and solve Invoice queries.
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* Verification of Invoices

**Banking:**

* Bank Reconciliation Statement, Checking recorded and banked remittances from customers .

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* Monthly payroll calculation and distribution.
* Issuing cash and expenses for staff, Petty cash .
* Controlling and adjustments to hours, costing and absence.

EDUCATION IN DETAIL

**B.com Mahatma Gandhiji University**

**Subjects**:

* Business statistics
* Banking Theory & practice
* Business laws
* Financial Accounting
* Cost Accounting
* Marketing Management
* Computer Awareness & Applications
* Elective Paper 1 :Co-operation1
* Corporate Accounting
* Principles of Business Decisions
* Entrepreneurship Development & management
* Capital Market & Financial Services
* Auditing
* Elective Paper 2 :Co-operation 2

**Pre-Degree Mahatma Gandhiji University**

**Subjects**:

* Commerce
* Commercial Geography
* Commercial correspondence
* Secretarial Functions in Company Meetings
* Accountancy

**S.S.L.C Sacred Heart Eng. Medium School, Changanacherry, Kerala**

INTERESTS AND ACTIVITIES

Surfing Internet ,Enjoy Music etc.

PERSONAL DETAILS

**Age:**35

**Health :** Robust

**Marital status :** Unmarried

**Languages [Speak & write]:** English ,Malayalam

**Passport Validity:** 21-06-2026

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