

RESUME

NAME: Issac Selvin

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POST APPLIED FOR: **Accountant**
 Payroll Executive

CAREER OBJECTIVE:

My objective is to attain a challenging position in a reputed organization that will enable me to use my strong communication, organizational and fast learning skills along with acquiring additional skills, advancement opportunities and thus contribute the best towards the growth of the organization while focusing on career growth.

PROFESSIONAL EXPERIENCE 3 YEARS

DP Jewels (Diamond Trading Export & Import)
Work Experienced: 2 years & 4 Months as a payroll executive

Prakash Timber & Plywood (Distributor of Timex)
Work Experienced: 7 Months as a accountant

Duties And Responsibilities

- ** Overall in-Charge for Payroll and Compensation Related Activities
- ** All Taxations
- ** Profit & Loss, Balance Sheet Preparations
- ** Monthly / Quarterly Goods and Service Tax (GST) Report and Claim
- ** Payroll Audit
- ** Cost Accounting & Financial Account
- ** Export & Import A to Z Paper Work Formalizes
- ** Local Tax Invoice, Dollar Invoice, Sez invoice, etc...
- ** Share Reports
- ** All Banking Activities
- ** Employee Joining process, Relieving Formalities an settlement
- ** Prepare the Monthly Salary Processing Data
- ** Monthly / Quarterly Budget
- ** Yearly / Quarterly Leger Confirmations with Clients
- ** Stock Reports
- ** Maintain Company Partners personal Account

EDUCATIONAL QUALIFICATION :

#	Qualification	School/ College/ University	Year of passing
1	B.com	SIES College Of Commerce & Economics (Mumbai University)	2019
2	HSC	Reach Matriculation Higher Secondary School (Tamil Nadu Board)	2016
3	SSC	Reach Matriculation Higher Secondary School (Tamil Nadu Board)	2014

COMPUTER PROFICIENCY:

Operating System	: Windows,
Word processor	: MS-Word
Spread Sheet & Accounting Presentation	: MS-Excel
Other Multimedia Utilities, Internet & E-Mail	: MS-PowerPoint
Accounting Software	: Advance Tally & ERP 9

PERSONAL PROFILE:

Name	: Issac Selvin
Date of Birth	: 10/10/1997
Marital Status	: Single
Nationality	: Indian
Gender	: Male
Knows Languages	: Tamil (Read, Write an speak), English (Read, Write an speak),
Hindi (speak only).	

DECLARATION

I hereby declare that all the details given above are true & best of my knowledge. I hope you will consider my candidature a role on your company.

Thanking You,

Yours Faithfully

(Issac Selvin)