

BENO V CHRISTO

About Me



7 Years' 2 Months Experience



+91 94 97 20 55 39



February 21, 1994



benovchristo1994@gmail.com



Trivandrum. Kerala

Accountant

The purpose of accounting is to provide a means of recording, reporting, summarizing and interpreting economic data. I am interested doing math related calculation works. Hence, I choose accounting as my profession. I involve completely when I concentrate on my work. Use my maximum efforts in the particular field. I love doing accounting services. I love to do it sincerely.

Education

BCom

Bethany
Kerala University
Trivandrum, Kerala

Graduated, July 2017
Marks 51%
Division 2

+2

St Joseph Higher Secondary School
Kerala State Board
Trivandrum. Kerala

Graduated, July 2014
Marks 75%
Division 1

10

Millia Convent Higher Secondary School
CBSE Board
Purnea, Bihar

Graduated, July 2012
Marks 68%
Division 1

Professional Qualifications and Affiliations

- Tally (G-Tech)
- Data Entry (English).



Career Highlights

I am interested in doing accounting works with my full efforts. I have 1 year and 1 months of working experience as an accountant in a CA firm (Abraham & Co.). I have 8 months of working experience as an accountant in an Engineering firm (Protection & Automation Engineers). I have 1 year 4-month experience in an IT company. Total, I have 3 years and 01 months of experience in accounting field. The accounting works used to do there are as follows;

- Accounting entries in Tally software,
- Preparation and filing of GST returns for trading, education, consultancy business etc.
- Preparation and filing of quarterly TDS return, issue of certificates etc.
- Preparation of bank reconciliation statement.
- Preparation of routine payment, journal, cash, sales, purchase, payroll vouchers.
- Preparing cheques and reconciling vendor accounts.
- Reconciling receivables account on a regular basis.
- Preparation of MIS reports.
- Bank Auditing (Cash verification)
- Other routine accounting services.
- Cash and Cash book handling
- Bank activities (Monthly stock statement submission, Cheque and Cash deposit)
- Billing
- Handling net banking of the company
- Payment follow up



Skills

- Honesty
- Flexibility
- Work Ethic
- Ability to work harmony with Co-workers
- Determination and Persistence



Work Experience

Sep 2013 – Jan 2016

Data Entry Operator
SS Graphics
Trivandrum, Kerala.

I worked here for almost two and half years. I was interested doing this work as it was my first working experience. Some of the working experiences that I had here are as follows;

- I used to type English matters.
- I used to take photocopies.
- I used to bind books (Spiral binding).
- I used to access internet.

Feb 2016 – Sept 2017

Assistant

NavaJeevan Bathany Vidyalaya

Trivandrum, kerala.

I worked in NavaJeevan Bathany Vidyalaya as assistant. It was a good experience. I worked here as part time worker as I used to study my graduate. Some of the working experiences that I had here are as follows;

- I worked here as Receptionist.
- Book store sales assistant.

Sept 2017 – Oct 2018

Accounts Manager

Abraham & Co.

Trivandrum, Kerala

I started working here as an accountant with full interest because I could find the best job for my future. Some of the working experiences that I had here are as follows;

- Accounting entries in Tally software,
- Preparation and filing of GST returns for trading, education, consultancy business etc.
- Preparation and filing of quarterly TDS return, issue of certificates etc.
- Preparation of bank reconciliation statement.
- Preparation of routine payment, journal, cash, sales, purchase, payroll vouchers.
- Preparing cheques and reconciling vendor accounts.
- Reconciling receivables account on a regular basis.
- Preparation of MIS reports.
- Bank Auditing (Cash verification)
- Other routine accounting services.

Nov 2018 – June 2019

Accounts Executive

Protection & Automation Engineers.

Trivandrum, Kerala

I started working here as per the continuation of my career building with a promise of higher salary package. Some of the working experiences that I had here are as follows;

- Accounting entries
- Preparation of GST filing data
- Cash and Cash book handling
- Bank activities (Monthly stock statement submission, Cheque and Cash deposit)
- Billing
- Handling net banking of the company
- Payment follow up
- Other accounting activities

June 2019 – Working
Accounts Executive
Itelfa Tech Pvt. Ltd.
Trivandrum, Kerala

My career builds up was continued here with my first experience of handling a company's account and learned a lot that could really help me to build up a strong career. Some of the working experiences that I had here are as follows;

- Handling day to day accounts
- Posting day to day entries in Tally ERP 9 software
- Handling cash and net banking
- Preparation of daily report
- Preparation of cash flow projection report on weekly basis
- Preparation of Expense report on monthly basis
- Reconciling receivables and payables account on a regular basis.
- Preparation and filing of GST returns
- Preparation and filing of quarterly TDS return
- Preparation of bank reconciliation statement.
- Preparation of Professional Tax data and payments
- MIS report
- Filing and paying ESIC and EPF
- Labour registration and payment
- Issuing pay slips
- Billing
- Other accounting activities



Computer Proficiency

- Word
- Excel
- Power Point



Languages

- Hindi
- English
- Malayalam



Personal Interests

- Listening Music
- Driving
- Playing Musical Instruments
- Playing Cricket
- Drawing
- Playing chess



Personal Details

Father's Name : Mr. Christopher

Marital Status : Married

Birthday : February 21, 1994

Nationality : Indian

Gender : Male

Address : Ebenezer House,
Ambedkar Nagar,
Chempazhanthy P.O,
TVM - 695587

Declaration

I, **Beno V Christo**, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Beno V Christo

Trivandrum, Kerala