

CURRICULUM VITAE



SIVAJITH M

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AREA OF EXPERTISE

- Accounting
- Audit
- Taxation
- Financial Management

PERSONAL DETAIL

Father's name : T Manikantan Pillai

Mother's name: Jayakumari C

Date of birth : 24-02-1994

Nationality : Indian

Languages : English,
Malayalam, Hindi

Marital Status : Single

Hobbies : Reading, Travelling,
Fitness

ADDRESS

Revathy Bhavan, Pulari Nagar -54,
Punthalathazham, Kilikolloor P O,
Kollam – 691 004

PASSPORT DETAILS

Passport No : M7074387

Place of Issue : Thiruvananthapuram

Date of Issue : 13.03.2015

Date of Expiry : 12.03.2025

CAREER OBJECTIVE

To secure a rewarding position that offers both challenge and good opportunity for growth into a professional environment utilizing my relevant experience and skills to attain management's mission and vision.

PRACTICAL EXPERIENCE

- Preparation of accounts of individuals and partnership firms.
- Preparation and filing of Income Tax returns and GST returns.
- Preparation of accounts of non profitable organisations and filing of returns.
- Filing of Foreign Contribution Returns (FCRA) for non profitable organizations.
- Statutory audit of Government schemes & organizations gave me an exposure to various financial reporting frameworks and compliances.
- Preparation of Projected Financial Statements including cash flow forecasting.
- Preparation and review of various reconciliation statement e.g. BRS, Stock.
- Statutory audit of Nationalized banks.
- Project Reports Preparation covering DSCR and BEP analysis.
- Performed Physical Stock audit & valuation of assets.

PROFESSIONAL AND AUDIT EXPERIENCE (5 Years)

- Worked as an Accountant cum Audit Assistant in Cletus Joseph & Co., Chartered Accountants, Kollam from June 2014 to May 2018.
- Working as an Accountant in Arpit Pharma, Pharmaceuticals, Kollam since August 2018.

CORE COMPETENCIES

- Strong analytical and logical skills.
- Excellent communication skills both in verbal and written.
- Strong ability to use an automated accounting system.
- Efficient in timely completion of assignments.
- Adaptable and self motivated in fast moving environment.

PERSONAL STRENGTHS

- Able to work in a team and if given the chance to lead a team, will guide the team to its goals.
- Positive approach
- Confidence and Honesty

EDUCATIONAL QUALIFICATIONS

Course	Institution	Board /University	Month & Year Of Passing	Percent
B. COM	Fatima Mata National College, Kollam	Kerala University	April, 2014	75 %
Plus Two	M.K.L.M.H.S.S, Kannanalloor, Kollam	Board Of Higher Secondary Education, Kerala	March, 2011	94 %
SSLC	St. Jude. H.S.S, Kollam	Board Of Public Examinations, Kerala	March, 2009	85 %

INFORMATION TECHNOLOGY PROFICIENCY

- Procured **Diploma In Computerised Financial Management** (DCFM) – MS Office, Tally, Internet & E- Commerce.
- Working Knowledge of MS office - Word, Excel and PowerPoint – 5 Years.
- Working Knowledge of Accounting Packages in Tally – 5 Years.
- Proficient in Winman Software (Tax Software) – 5 Years.

DECLARATION

I do hereby, declare that all the information provided above, are true to the best of my knowledge.

Place : Kollam

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