

K.JITHIN

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MOB: +918089896387,+918139016387

CAREER OBJECTIVE

Looking for a challenging career with a progressive organization where in I can contribute significantly to its growth and progress and in the meantime I am able to develop myself using my innovative and creative skills.

Technical Proficiency

- **Accounting Packages** : Tally ERP 9, Peachtree
- **Application Packages** : M.S.Office
- **Interest Areas** : Finance and Accounting

PROFESSIONAL EXPERIENCE

8 years of experience as an accountant with depth knowledge of accounting and auditing procedures and transactions. Seeking to work in a challenging environment and grow with the company to achieve its goal and get additional knowledge.

- March 2019 to till date in ARGEE & Co, Palakkad as GST Assistant in the areas of Preparation of GST Return filing, Auditing and leading junior Staffs.
- May 2018 to February 2019 (10 Months) in RPGS ASSOCIATES, Palakkad & Bangalore As Accountant in the areas of GST return preparation & book keeping, Income tax filing, auditing and leading junior Staffs.
- April 2017 to March 2018 (12 months) in ARGEE & Co, Palakkad as Tax Assistant in the areas of Preparation of KVAT & GST Return filing, Balancesheet Preparation, and supervising juniors.
- January 2017 to March 2017 (3 months) in Ananganadi Grama Panchayat Krishibhavan (State Government) as computer staff and accountant.
- March 2013 to October 2016 (3 years & 7 months)as Accountant in Ottapalam Municipality Krishi Bhavan (State Government) in the field of cash book preparation, stock handling and maintaining, Reporting , subsidy allocation.
- June 2010 to January 2013 (2 years & 7 months) in Chartered Accountant Office in the areas of Management & Accounting Works, Sales Tax, Income Tax & Company Audit.

KEY RESPONSIBILITIES HANDLED

- Preparation of cash book, handling inventory and report preparation for filing monthly return.
- Preparing and analyzing accounting records and financial statements reports
- Hands-on experience in reviewing balance sheet and profit & loss accounts at unit level and ensuring integrity of all the reported financial statements.
- Assisting in carrying out companies internal audit & Training the junior accounting clerks.
- Compute taxes and ensuring compliance with payment, reporting and other tax requirements.

ACADEMIC QUALIFICATIONS

- **MBA FINANCE** from Annamalai University in **2015** (Distance Education)
- **B.COM (CO-OPERATION)** from Calicut University, Co-operative College Ottapalam in **2010**.
- **PLUS TWO HIGHER SECONDARY** from Co-operative College Ottapalam in **2007**.
- **SSLC** from N.S.S.K.P.T Ottapalam in **2005**.

PERSONAL PROFILE

Father's Name	:	K.Mani
Mother's Name	:	A.Baby
Address	:	Kizhakke Pura House, Poolakkaparambu, Thottakkara Post Ottapalam, Palakkad – 679102.
Date of Birth	:	21 st November 1990
Gender	:	Male
Marital status	:	Single
Languages Known	:	English, Malayalam, Tamil and Hindi.

REFERENCE

- Mr.SURENDRAN – AGRICULTURAL OFFICER, KRISHIBHAVANOTTAPALAM
9497844044.

DECLARATION

I hereby declare that the above-furnished information is true and correct to the best of my knowledge.

Date: 12/02/2020,

Place: Ottapalam.

K.Jithin