



SREEJITH JS

E-mail-sreejithjs440@gmail.com

Phone: 9946034037

Passport Number : R5999037

Present Address :

MP 1-218 J
Sreeragam Nivas ,
Edatharakonam, Karipoor,
Malayinkeezh P O
Trivandrum
Pin: 695573

Permanent Address :

Chittekonathu puthen veedu,
Manchadi, Thachottukavu,
Malayinkeezh. P O
Trivandrum
Pin: 695571

Personal profile:

Date of Birth : 12/12/1994

Marital Status : Married

Nationality : Indian

Languages Known :

English : Fluent

Hindi : Basic

Malayalam : Native

CV

Objective

To seek a suitable position utilizing the following background, be a part of an ever-growing organization and thereby becoming a strong asset and contribute my share of responsibilities

Strength

Take up responsibilities with the assurance of putting the best and consistent efforts to come up with effective results. I insist on getting the job done and work for efficiency and effectiveness. Being a fast learner I can quickly adapt to the surroundings, which a new job offers.

Educational Qualification

- **Completed Master Accountant Course** from **REHDAMS** (Regional Human Resource Development And Management Society) The Accounting Training Centre Tvm 2016
- **Accounting excel (MS Excel)**
- Graduate in **B.com with taxation** from Kerala University-2015
- Higher Secondary (XII) – from ST:XAVIER'S HSS PEYAD 2012
- SSLC (X) - from ST:XAVIER'S HSS PEYAD 2010

Skill set

- Tally
- Peachtree
- DacEasy
- Quick books
- Aquira
- Tata Ex
- Accounting Excel (MS Excel)

Professional profile

Highly organized and dedicated, with a positive attitude able to handle multiple assignments. Have good interpersonal communication skills. Thrive on working in a challenging environment. Punctual and honest.

Work Experience

- Worked as Business Development Associate in Think and Learn Pvt Ltd (Byju's Learning Application) Technopark, Trivandrum (October 2019 to May 2020)
- Worked as Accounts Manager in PULSE FITNESS (Taj Arcade, Bakery Jn, Trivandrum) (March 2018 to October 2019)
- Worked as Accountant in **LIFELINE MCS INDIA PVT LTD** (3rd Floor, MVPP Building, Kesavadasapuram, Pattom P O,Tvm, Kerala, India) (September 2016 to February 2018)
- Worked as Audit assistant along with study in **MAHESH TAYYOOR AND ASSOCIATES** (Accountants & TaxPractitioners) (August 2015 to September 2016)

Work History

Experience as an Audit assistant in Mahesh Tayyoor and associates

- Auditing Bills with books of accounts.
- Reconciliation of cash and bank
- Rectifying errors in Accounts.

Experience as an Accountant in LIFELINE MCS INDIA PVT LTD

- Accounting using Tally ERP 9
- Programme Accounts Preparations.
- Maintaining petty cash.
- Preparation and maintenance of payroll.
- Attendance verification and employees salary
- Reconciliation of Bank Accounts.
- PF & ESI Calculation.
- TDS Filling.
- Service Tax calculation.
- GST Data collection and filling with Auditors.
- Prepare regular reports and summaries of accounting activities.
- Preparation of Cash Flow Statements, Monthly and Daily Reports to management.
- Contacting 700 above book shops for payment follow ups.
- Prepare invoices and delivery notes.
- Prepare financial statements and debtors' listings
- Maintained all aspects of finance, accounting, marketing and data Processing for the company.
- Reconciliation of Supplier Accounts.

Experience as an Accounts Manager in PULSE FITNESS

- Managing 4 firms under Captone Sports group such as
Pulse Fitness- Dealing Gym equipments and sports goods
UR Apparels- Sports wears, T-shirts, Jersey etc
Health Park - Sports Flooring works
Pulse Services – Service Centre of Gym Equipments
- Managing tasks of verification of invoices prepared by the accountant.
- Stock Management , Staff Management
- Preparing monthly reports to the management , such as stock report, debtors report, creditors report , payment projections etc
- Attendance verification and payroll
- Auditing books of accounts regularly
- Placing order to the suppliers as per norms of Purchase order received from clients in accordance with dispatch department
- Filling Government tenders
- GST Filling
- Documenting bank reconciliation statements
- Preparing Sales Tax papers like Delivery note, E-way bills etc.
- Filing Sale Tax Return & remittance of Tax and handling issues related to them
- Finalising Accounts & forwarding them to CA for auditing purposes
- Maintaining calculation of TDS and making payment online as well as forwarding all such transactions to CA for filing

Experience as Business Development Associate at Byju's Learning Application

- Finance operations such as loan documentation, verification
- Presentation and communication skill with prospective clients
- Educational counseling
- Have Experience in Direct selling and inside sales
- Objection handling with customers

References

This is to declare that I, SREEJITH JS hereby testify that all the above information provided is true to the best of my Knowledge. I believe that my enthusiasm, eagerness, commitment and proactive nature will be best utilized in building a holistic work environment resulting in continued success.

Place: Trivandrum

SREEJITH JS

Date: .04-10-2020