

Vithin V

Phone: +918075892502
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SUMMARY

B.Com in Taxation, passionate in Accounting. Worked as an **Accounts Assistant in Accounting and Taxation Centre** Kerala, India, as **Junior Executive in MUTHOOT FINANCE LTD**, Kerala, India, as **ACCOUNTS EXECUTIVE in TRAVERZA TRAVEL SERVICES**, Kerala, India, worked as **Accountant**, in **QINDIL AL BAHAR TRADING** Muscat, Sultanate of Oman now working as **Accounts Officer at HEATHER CONSTRUCTIONS**; seeking to develop a career in Accounts and Finance management works.

EDUCATIONAL QUALIFICATIONS

B.Com – Taxation	2010	Tandem Institute of Commerce, Kerala	Kerala University
Plus Two (Commerce)	2007	St.Mary's HSS Pattom, Kerala	Higher Secondary Level
SSLC	2005	St.Mary's HSS Pattom, Kerala	School Level

WORK EXPERIENCE

Accounts Officer	<p>As Accounts Officer in HEATHER CONSTRUCTIONS, Kerala India. From 10-July-2017 to 30-Nov-2019</p> <ul style="list-style-type: none">Posting ledgers in appropriate account heads.Creditors reconcileBilling.Filing of purchase bill in appropriate (Site wise & date wise)Preparation of Bank Reconciliation statement.Bill clarifications.Bank transactions.Maintaining correct accounts without any clarification.Maintaining proper accounts.Preparing GST Calculation Input and Output.Submitting reports to AGM on time.Attendance report. <p><u>GSTR Filing</u></p> <ol style="list-style-type: none">1) Form 3B2) GSTR 13) GSTR 2/2A
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Accountant.	<p>As Accountant in QINDIL AL BAHAR TRADING, Muscat, Sultanate of Oman. From 8-Dec-2015 to Dec 2016</p> <ul style="list-style-type: none">▪ Validate and post every transaction into suitable vouchers in Tally.▪ Looking after all purchases and its invoices.▪ Issuing of Sales invoices.▪ Providing information about available stock to the purchasing department.▪ Filing of all company related documents in proper manner.▪ Maintaining of Bank Reconciliation statement.▪ Settlement of day to day expenses and maintaining petty cash receipts and disbursements.▪ Setting up of Controls on Credit purchase and sales.▪ Creating payment vouchers for the day to day expenses.▪ Preparation of quotation to the clients.(Furniture & Kitchens)▪ Making L.P.O to the suppliers (Credit Purchase)
Accounting.	<p>As Accounts Executive in Traverza Travel Services, Kerala. 20-May-2014 to 15-Nov-2015.</p> <ul style="list-style-type: none">▪ Analyzing bank statement and reporting to the Finance Dept.▪ Maintaining petty cash book and petty cash.▪ Verifying the bills.▪ Preparation of invoices to the customers.▪ Payment will make through online banking and analyzing.▪ Send the messages to the correspondent bank or beneficiary bank for the payment to be done.▪ Consolidating accounts for auditing process.▪ Submitting monthly reports to the M.D.▪ Debtors follow up.
Junior Executive	<p>As Junior Executive in MUTHOOT FINANCE LTD, Kerala. 06-Mar-2012 to 16-May- 2014</p> <ul style="list-style-type: none">▪ Entering all the transactions in Muthoot CBS. (Core Banking Solution)▪ Maintaining petty cash receipts and disbursements.▪ Record, classify and summarize accounting transactions.▪ Preparation of deposit slips for cash & cheque deposits.▪ Compiles various documents, verifies their accuracy and authorizes payments in accordance with established procedures.▪ Selects correct accounts; posts, verifies and balances debit and credit entries.▪ Reconciles accounts and assists in compilation of reports.▪ Looking after staff accounting and settlement of bills.▪ Maintaining ledger book on day to day manner.▪ Bank Reconciliations.▪ Accounting

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Accounting	<p>As Accounts Assistant in ACCOUNTING & TAXATION CENTER, Kerala. 02-Mar-2011 to 04-Mar-2012</p> <ul style="list-style-type: none">▪ Maintaining Book Keeping and recording all the transactions up-to-date.▪ Entering all the transactions in Tally ERP 9.▪ Verifying all the voucher bills.▪ Preparation of bank reconciliation.▪ Filing all the documents.▪ Assisting Sr.Accountant.▪ Daily closing of Day book.▪ Looking after staff accounting and settlement of bills.▪ Maintaining records through filing, retrieval, retention, storage, compilation, upgrading and destruction.▪ Maintaining ledger book on day to day manner.▪ Bank Reconciliations.▪ Accounting
Sales Executive	<p>As Sales Executive in BHADRA ENTERPRISES, Kerala. 10-Oct-2010 to 01-Mar- 2011</p> <ul style="list-style-type: none">▪ Picking orders from the customers.▪ Daily marketing.▪ Submitting daily reports to the Sr.Sales Executive.▪ Achieving monthly targets.▪ Clarification to the customers.▪ Provide more customer service.▪ Introducing new marketing techniques.▪ Maximization of sales.

Computer Knowledge	Tally ERP 9 , MS Word, MS Excel , Internet, Mail reply, Letter drafting, Easy bill software,
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Languages Known	English,Malayalam, Hindi, Tamil
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PERSONAL DETAIL

Father's Name	V VELAPPAN
Date Of Birth	26- September- 1989
Passport No	J6375060
Nationality	Indian
Address	Vithin Nivas T.C.15/425, Althara Nagar Vellayambalam, Sasthamangalam.PO Thiruvananthpuram, Kerala, India Pin: 695010
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Reference:

1. SHABBIR HUSSAIN

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Factory Manager

QINDIL AL BAHAR TRADING

MUSCAT

SULTANATE OF OMAN.

2. JAISHA JAMES

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Managing Director

TRAVERZA TRAVEL SERVICES

TRIVANDRUM

KERALA.