



VIPIN V. J.

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Address

**Pankajamandiram
TC 59/75, PRA - 63
Kalluvettankuzhy
Venganoor P.O.
Trivandrum,
Kerala Pin - 695523**

SKILLS

- Interpersonal and Administrative skills
- Leadership Skill
- Communication skills

COMPUTER KNOWLEDGE

| MS Office
| QUADRA for Accounting
| HOT SOFT for Accounting
| Basics of Tally
| HTML | VB
| Graphic Designing
| Computer System &
| Network Maintenance

CARRIER OBJECTIVE

An organization that offers challenging and learning environment to work and provide scope for individual development and career growth. I look forward for a job that would stimulate my creative ability and bring out the best of my potential.

PROFESSIONAL EXPERIENCE

Accounts Officer (Nov -2014 to Present)
Skyline Builders

Key responsibilities handled

- Maintaining Petty cash and day to day Cash Reports
- Worked in the Billing Process of Vendors and Contractors.
- Preparing Monthly Reports to compare with Budget.
- Weekly fund flow management
- TDS & GST management
- Preparing Branch Review Report for Managers meeting
- Employee's attendance management & reporting
- Employee's overtime and Travel claim management.
- Office Administration
- Computer System & Network Maintenance

Accountant Trainee (March 2013 to November 2014)
Kerala Tourism Development Corporation Ltd. (KTDC)

Key responsibilities handled

- Bank Reconciliation
- Monthly Tax Statement preparation (LT, ST, TDS, VAT)
- Reservation Advance Reconciliation
- Monthly Statements (Budget, Salary, EPF, ESI)
- Income Tax Computation
- Ledger Verification and Cheque preparation
- Collection checking and remittance to bank
- Carried out payroll processing tasks for over 160 employees.

SCHOLASTIC ATTAINMENTS

2010-12	M.com Finance (S. D. College Alappuzha)
2007-10	B.com with Tax procedure and Practice (K. N. M. Govt. Arts & Science College Kanjiramkulam)
2005-07	Plus Two – Commerce with Computer Application (Govt. Model H.S.S. Venganoor)
2005	SSLC (V.P.S H.S.S for Boys Venganoor)

PERSONNEL DETAILS

Date of Birth : 11.05.1990
Nationality : Indian
Gender : Male
Marital Status : Single
Language Proficiency : Malayalam, English, Tamil

REFERENCE

Reference will be produced on demand.

DECLARATION

I hereby declare that all the information furnished in this application is competing and correct to the best of my knowledge and belief.

Place: Venganoor

Date:

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