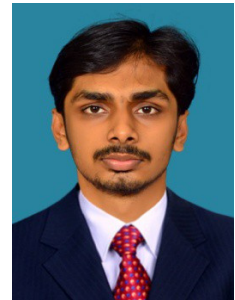


CURRICULUM VITAE



RENJITH AS
Email: RENJITHAS62@GMAIL.COM
Contact No: 9544950998

OBJECTIVE

Seeking a position with a reputed company that can offer career progression. My preference is to work with a leading corporate in a high-tech environment with dedicated and committed people, which will help me explore myself fully and realize my potential.

PERSONAL SKILLS

Excellent communication skills, self-motivated and willing to learn more. Capable of handling tremendous work pressures during emergencies. I am adaptable to new environment and responsibilities.

CAREER SUMMARY

1. Manappuram Finance (2015- 2016)

Worked as Junior Officer

- *Handling of Cash Transactions*
- *Accounts Handling and Reporting*
- *Payroll Management*
- *Pledging*

2. Oppo Electronics Kerala Pvt.Ltd (2016 -2018)

Accounting Executive in Thodupuzha Branch

- *Accounting,*
- *Maintenance of Reports*
- *Reporting to Management*
- *Office administration*

3. Jolly Associates (2018-Onwards)

Accounting Executive

- *GST Return,(Monthly, Final, Annual Returns)*
- *Accounting,*
- *Auditing ,*

Responsibilities handled:

- *Maintaining accounts.*
- *Petty cash dealings.*
- *To ensure proper maintenance and upkeep of all basic documents like Local purchase orders, Purchase bills.*
- *GST Return ,Monthly return, Final return, Annual return*
- *GST Registration, GST Cancelation And all other duties related with GST*

EDUCATION

- **Master of commerce (M.COM) (2012-2014)**
Mahatma Gandhi University, Kerala, India.
- **Bachelor of Commerce(B.COM) (2009-2012)**
Mahatma Gandhi University, Kerala, India.
- **Plus Two (2007-2009)**
Higher Secondary Board, Kerala, India.
- **S.S.L.C (2008-2009)**

COMPUTER LITERACY

Accounting Packages	:	TALLY, ERP9
Word processor	:	MS-Word,
Spreadsheet	:	MS-Excel,

PERSONAL DETAILS

Sex	:	Male
Age, Date of Birth	:	29, 13 th OCT 1991
Father's name	:	SAJU A V
Address	:	Areeckal (H) Kuninji P O Vazhithala Thodupuzha - 685583
Nationality	:	Indian
Marital status	:	Single
Languages known	:	English, Malayalam

DECLARATION

The above information furnished by me is true and correct to the best of my knowledge and belief.

Date: / /

RENJITHAS