

VIPIN V J

V J BHAVAN, SAGARA-22,
PATHIRIPALLY,
KUDAPPANAKUNNU P.O,
THIRUVANANTHAPURAM-43, KERALA.

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CAREER OBJECTIVE

To be the part of a team of corporate seeking to leverage my professional expertise and experience into a managerial role where I can enhance my career prospects along with the organizational development by applying my skills and competencies.

PROFESSIONAL EXPERIENCE

- **Accounts Officer**

Ross Petals Entertainment Private Ltd, Trivandrum

Jan 2019 to till date.

A Media Production house deals in production of teleserials.

- **Senior Accountant**

Marikar Engineers Private Ltd, Trivandrum.

Feb 2013 to Jan 2019

An Automobile Dealer which has dealerships like Skoda Auto India, Porsche, Piaggio (Vespa), Fiat Chrysler Automobiles, DSK Motowheels (Benelli).

- **Financial Consultant**

Future Generali India LIC Ltd

June 2009 to Jan 2010

Key Responsibilities Summary

- Management of Accounts department operations.
- Control Over Banking and Cash Transactions.
- Verification of daily cash and bank vouchers.
- Preparation & Uploading of Invoices in Supplier Relation Management (SRM) portal of Asianet Star Communications Private Ltd and Star Vijay TV.
- Assisting the Auditors in the preparation of the financials.
- Preparation of Salary, incentives & bonus to employees.
- Handling of Statutory & Legal affairs and its follow up.
- Quarterly internal audit of statutory affairs and accounts.

- Preparation of MIS Report branch wise for Top Level Management.
- Key Account Management Systems – for Service and Sales Branch.
- Preparation of Bank flow statement for the daily fund position and reconciliation of bank accounts.
- Inter Branch Reconciliations & Supplier reconciliations.
- Weekly analysis of Debtors and follow up.
- Payment to suppliers and creditors.
- Preparation of KVAT, Service Tax, TDS & GST payable, filing of return monthly/quarterly/half yearly/annually and its payment.
- ESI & PF preparation and payment and return filing.
- Marketing and promotion of entire range of financial products, Sale of life insurance plans, investment and wealth creation plans & retirement plans of Future Generali.

EDUCATIONAL QUALIFICATIONS

Qualifications	University/Board	Percentage	Year of passing
CMA	Cost Accountants of India	Pursuing	-
B.Com (Taxation)	Kerala University	62	2010
Plus-two (Commerce)	State Board of Examinations	78	2007
X th (CBSE)	Government Board of Education	59	2005

TECHNICAL SKILLS

- MS Office
- Tally

PERSONAL STRENGTH

- Dedicated
- Leadership Quality
- Communication Skill
- Responsible and Active Participation
- Adaptive Nature

PERSONAL DETAILS

Date of Birth : 19th April 1989
Gender : Male
Father's Name : Mr. D. Jayakumar
Mother's Name : Mrs. P. Vijayakumari
Religion : Christian
Cast : Latin Catholic
Nationality : Indian
Marital Status : Married

REFERENCE

Mr. Rajesh Stephenson
Sales Manager
Future Generali India LIC Ltd
5th Floor, Felicity Square,
Statue, Trivandrum, Kerala.
Tel No: +91 9497264907

Mr. Manikuttan Prasad
AGM-Finance & Accounts
Marikar Engineers Private Ltd
MG Road, Statue,
Trivandrum, Kerala.
Tel No: +91 8606046677

DECLARATION

I, Vipin V J, do hereby declare that the details furnished above are true to the best of my knowledge and belief.

Date:

VIPIN V J

Place: Trivandrum