

JAGAN. M

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SUMMARY

Adaptable, open-minded, analytical accounting expert with over 3years of experience eager to join a respectable, customer-focused financial institution as a public accountant. Certified Public Accountant with advanced knowledge of preparation of individual and tax returns, and the development of quarterly and year-end estimates. Detail-oriented with exceptional organization and communication skills with the drive to exceed expectations on every assignment.

EXPERIENCE

SENIOR DOCUMENT SPECIALIST

RR Donnelley India Outsource Pvt Ltd, Trivandrum, Kerala.

Nov 2015 – Mar 2020

- Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.
- Operate computers programmed with accounting software to record, store, and analyze information.
- Maintained integrity of general ledger, including the chart of accounts.
- Analysed monthly balance sheet accounts for corporate reporting.
- Analysed and researched reporting issues to improve accounting operations procedures.
- Able to prioritize responsibilities and adhere to deadlines.

SALES EXECUTIVE

Farmagain, Tirunelveli, Tamilnadu.

Jul2015 – Aug 2015

- Negotiated contracts with meeting planners and clients ensuring business is signed and delivery of product is executed
- Manage specific client list, providing high levels of sales and customer support to ensure needs are met.
- Manage account within client account budget while meeting or exceeding sales quotas.

EDUCATION

M Com

Indira Gandhi National Open University

Graduated February 2019

B COM TAXATION

Chand Academy

Graduated May 2015

HIGHER SECONDARY IN COMMERCE

Government Model Boys Higher Secondary School

Graduated April 2012

SSLC

St. Joseph Higher Secondary School

Graduated April 2010

DECLARATION

I hereby declare that all the information mentioned above is true to my knowledge and I bear the responsibility for the above mentioned particulars.



SKILLS

- Tally
- Peachtree
- Trade easy
- Busy win
- GST

PERSONAL STRENGTH

- A strong academic foundation.
- Strong interpersonal skills and leadership qualities.
- Focus on carrier goals and objectives

PERSONAL INTERESTS

- Playing Cricket
- Reading Books
- Watching Movies

LANGUAGE KNOWN

English:	Fluent
Tamil:	Native
Malayalam:	Fluent
Hindi:	Proficient

PERSONAL INFORMATION

DOB& Age:	28Feb 1995 25
Father's Name:	Murugan. J
Mother's Name:	Jansirani M
Marital Status:	Single
Gender:	Male
Nationality:	Indian
Address:	T C 39/72, S Ibrahim & Co. Line Chala P.O,Trivandrum, Kerala 695036