

## Contact details

### EMAIL

jitheshjyothy@gmail.com

### ADDRESS

N.Paravur  
Ernakulam

### PHONE

+91 8281617461

## Language

- 1.English:Fluent
- 2.Malayalam: Native
- 3.Hindi: Intermediate

## Skills

- 1.Tally ERP:Expert
- 2.MS Office:Expert
- 3.30 WPM: Advanced
- 4.General Ledger entries: Expert
- 5.AccountingandBook keeping: Expert
- 6.Tax return filing: Expert
- 7.Bankreconciliation: Expert

## Interests

- 1.Travel
- 2.Watching movies at theatres
- 3.Reading

# JITHESH P J

Accountant with 5 years experience of ledger process, accounts reconciliation and streamlining accounts.B.com with Computer Application graduated seeking to leverage accounting expertise in to a better role as Senior Accountant or Accounts Supervisor.



## Work Experience

### Accountant

The Partner Cargo  
Packaging LLC Dubai  
*May 2018 -May 2020*

1. Quarterly GCC Vat Filing
- 2.Preparation and submission of employees' salaries through WPS.
- 3.Supported department staff by performing wide range of clerical and administrative tasks.
- 4.Individually dealing all the financial accounts transactions related to company.

### Accountant Cum Warehouse Executive

Smartnet Informatics  
Cochin  
*Jan 2018 / Apr 2018*

1. Sales & Purchase invoicing in tally as Godown basis for stock.
2. Monthly GST Filing
3. Physical stock verification and to be matched with Tally.
4. Contionus Debtors follow-up through submission of statements.
5. Daily cash verification of an amount up to INR 75000.

### Finance Executive

Tianjin Tianshi India  
Pvt Ltd.  
Cochin Branch  
*Jan 2017 / Dec 2017*

- 1.Monthly VAT filing.
- 2.Managing the accounting transactions individually in MLM company with a great supervision and co-ordination.
3. Stock outward and inward across the multiple branches in India
4. As a Chinese HQ based firm, submission of cash report and statements as per the guidelines from China.

### Accountant Cum Tax Consultant

Ananthakrishna Associates  
Cochin  
*Jul 2015 / Dec 2016*

1. Mainly dealing with VAT filing including KVAT, Income Tax, Service Tax returns etc.
- 2.Registration works including VAT registration, Firm Registration etc.
- 3.Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.
4. Maintaining more than hundreds of Clients' accounts with great team.

---

## Education

### **B.Com Computer Application**

S.N Arts&Science College,  
Kedamangalam, Ernakulum  
*2015*

3 year graduation with Project  
submission affiliated under the  
M.G.University

## Declaration

I hereby declare that all the information furnished above true  
to the best of my knowledge & belief.