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| **SUMMARY** |
| **B.Com in Taxation**, passionate in Accounting. Worked as an **Accounts Assistant in Accounting and Taxation Centre** Kerala, India, as **Junior Executive in MUTHOOT FINANCE LTD**, Kerala, India, as **ACCOUNTS EXECUTIVE in TRAVERZA TRAVEL SERVICES**, Kerala, India, worked as **Accountant**, in **QINDIL AL BAHAR TRADING** Muscat, Sultanate of Oman now working as **Accounts Officer at HEATHER CONSTRUCTIONS**; seeking to develop a career in Accounts and Finance management works. |

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| **EDUCATIONAL QUALIFICATIONS** | | | |
| B.Com – Taxation | 2010 | Tandem Institute of Commerce, Kerala | Kerala University |
| Plus Two  (Commerce) | 2007 | St.Mary’s HSS Pattom, Kerala | Higher Secondary Level |
| SSLC | 2005 | St.Mary’s HSS Pattom, Kerala | School Level |

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| **WORK EXPERIENCE** | | | | |
| **Accounts Officer**  **Accountant.** | As **Accounts Officer in HEATHER CONSTRUCTIONS**, Kerala India. **From 10-July-2017 to**  **30-Nov-2019**   * Posting ledgers in appropriate account heads. * Creditors reconcile * Billing. * Filing of purchase bill in appropriate (Site wise & date wise) * Preparation of Bank Reconciliation statement. * Bill clarifications. * Bank transactions. * Maintaining correct accounts without any clarification. * Maintaining proper accounts. * Preparing GST Calculation Input and Output. * Submitting reports to AGM on time. * Attendance report.   **GSTR Filing**   1. **Form 3B** 2. **GSTR 1** 3. **GSTR 2/2A**   As **Accountant in QINDIL AL BAHAR TRADING,** Muscat, Sultanate of Oman. **From 8-Dec-2015 to Dec 2016**   * Validate and post every transaction into suitable vouchers in Tally. * Looking after all purchases and its invoices. * Issuing of Sales invoices. * Providing information about available stock to the purchasing department. * Filing of all company related documents in proper manner. * Maintaining of Bank Reconciliation statement. * Settlement of day to day expenses and maintaining petty cash receipts and disbursements. * Setting up of Controls on Credit purchase and sales. * Creating payment vouchers for the day to day expenses. * Preparation of quotation to the clients.(Furniture & Kitchens) * Making L.P.O to the suppliers (Credit Purchase ) | | | |
| **Accounting.** | As **Accounts Executive in Traverza Travel Services**, Kerala**. 20-May-2014 to15-Nov-2015**.   * Analyzing bank statement and reporting to the Finance Dept. * Maintaining petty cash book and petty cash. * Verifying the bills. * Preparation of invoices to the customers. * Payment will make through online banking and analyzing. * Send the messages to the correspondent bank or beneficiary bank for the payment to be done. * Consolidating accounts for auditing process. * Submitting monthly reports to the M.D. * Debtors follow up. | | | |
| **Junior Executive** | As **Junior Executive in MUTHOOT FINANCE LTD**, Kerala. **06-Mar-2012 to 16-May- 2014**   * Entering all the transactions in Muthoot CBS. (Core Banking Solution) * Maintaining petty cash receipts and disbursements. * Record, classify and summarize accounting transactions. * Preparation of deposit slips for cash & cheque deposits. * Compiles various documents, verifies their accuracy and authorizes payments in accordance with established procedures. * Selects correct accounts; posts, verifies and balances debit and credit entries. * Reconciles accounts and assists in compilation of reports. * Looking after staff accounting and settlement of bills. * Maintaining ledger book on day to day manner. * Bank Reconciliations. * Accounting | | | |
| **Accounting** | As **Accounts Assistant in ACCOUNTING & TAXATION CENTER**, Kerala. **02-Mar-2011 to**  **04-Mar-2012**   * Maintaining Book Keeping and recording all the transactions up-to-date. * Entering all the transactions in Tally ERP 9. * Verifying all the voucher bills. * Preparation of bank reconciliation. * Filing all the documents. * Assisting Sr.Accountant. * Daily closing of Day book. * Looking after staff accounting and settlement of bills. * Maintaining records through filing, retrieval, retention, storage, compilation, upgrading and destruction. * Maintaining ledger book on day to day manner. * Bank Reconciliations. * Accounting | | | |
| **Sales Executive** | As **Sales Executive in BHADRA ENTERPRISES**, Kerala. **10-Oct-2010 to 01-Mar- 2011**   * Picking orders from the customers. * Daily marketing. * Submitting daily reports to the Sr.Sales Executive. * Achieving monthly targets. * Clarification to the customers. * Provide more customer service. * Introducing new marketing techniques. * Maximization of sales. | | | |
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| **Computer Knowledge** | | Tally ERP 9 , MS Word, MS Excel , Internet, Mail reply, Letter drafting,  Easy bill software, |  | |
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| **Languages Known** | | English,Malayalam, Hindi, Tamil | |  | |

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| **PERSONAL DETAIL** | | |
| Father’s Name | V VELAPPAN |  |
| Date Of Birth | 26- September- 1989 |  |
| Passport No | J6375060 |  |
| Nationality | Indian |  |
| Address | Vithin Nivas  T.C.15/425, Althara Nagar  Vellayambalam, Sasthamangalam.PO  Thiruvananthpuram, Kerala, India  Pin: 695010 |  |
| Contact Numbers | +91-8075892502, +91-9995558637 |  |
| E-Mail ID | vithin8637@gmail.com |  |

Reference:

1. **SHABBIR HUSSAIN**

+91-9148871695; 00968-94304182

Factory Manager

QINDIL AL BAHAR TRADING

MUSCAT

SULTANATE OF OMAN.

1. **JAISHA JAMES**

+91-9895077995

Managing Director

TRAVERZA TRAVEL SERVICES

TRIVANDRUM

KERALA.