

Curriculum Vital

SHINY JOHNSON
ROOM NO. 47, 3RD FLOOR,
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BHATWADI, OPP SHREENAGAR POLICE STATION
NEAR VAISHALI NAGAR
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Personal Information

Date of Birth : 20th May 1978
Nationality : Indian
Marital Status : Married
Language Known : English, Hindi & Malayalam
Hobbies : Net Surfing & Reading.

Academic Qualification

- ✓ Passed **S.S.C.** from Kerala University with **First class** in year **March- 1993**
- ✓ Passed **H.S.C.** from Kerala University, Trivandrum Education with **second class** in year **March - 1995.**
- ✓ Passed **B.COM.** From **Kerala University** with **Second class** in year **March-1998**

Professional Qualification

- Basic Knowledge of Computer Application: Ms-Office & Internet.
- Accounts Tally Package ERP 9.0

Objective

To gain a qualitative exposure in an organization, which will provide me a strong foundation for my career, will give me an opportunity to enhance my skill set & achieve overall client & employer satisfaction.

To be part of achievers and of a professionally managed and progressive organizations which will brings out the best of my abilities and helps me achieve optimum work satisfaction.

Experience

PREVIOUS EXPERIENCE

- 12 years Experience as **Account Cum Administration Assistant** in **Polytech Guardians Mulund (West) (June' 2000 to September'2011.**
- Working as **Account cum admin Executive** in **Ski Plastoware Pvt.Ltd.** From October' 2011 To Till Date.

Nature of Duties:

Office Administration

- Handling Printing & stationery procurement and distribution
- Handling daily attendance
- Maintenance of office air-conditioners

Accounts

- Cash & Chq Deposit
- Cash Withdrawal
- Data entries in Tally
- Preparation of daily Bank Reconciliation in Tally
- Making payment to customers through RTGS, NEFT etc
- GST, TDS Retn. & Service Tax
- Handling Statutory Audit requirements.
- Various Audit Work like Statutory Audit, Tax Audit, VAT Audit etc
- Accounts related correspondence like form "C" form collection & Issuing with Ledger Confirmation.
- Handling Credit Cards, telephone and mobile bill payments (post paid and prepaid) and making entries in Tally
- Preparation of monthly salary of office staff
- Keeping records of Loans and Advances and showing the monthly effect in the salary
- Payment Follow-up & Sending Reminder Letters Regarding due
- Assist to Senior Accountant for Auditing.
- Maintain petty cash monthly upto 5 lac.

Sales & Purchase Co-ordination

- Preparation of fortnightly statement of outstanding payment.
- Follow up with customer for the release of payment
- Execution of sales orders & processing.
- Preparing quotations and Excise invoices.
- Answerable for keeping records of goods dispatched and received, clearing goods through Customs.
- Preparation of Purchase order and follow up to customers.
- Checking of Inward Materials.

Strength :

Good concentration and ability to work under pressure.

Declaration :

I hereby say that the above information is true to the best of my knowledge and information. I do here by declare that the statement above are all true to the best my knowledge and also I am sure that you will find the above details suitable for the post advertised and would be kind enough to grant me an interview at which I may give you further information you might like to above.

Date :

Place : Mumbai.

Signature

(SHINY JOHNSON)