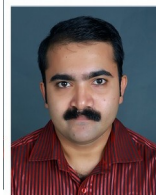


B.com

Experience : 5+ Years



AJITH JOSEPH

Kaleckal, Kandankary, Thayankary P.o,
Alappuzha pin-689573

India Mobile: +91-9349976250,

E-mail: ajithjosephlive@yahoo.com

CAREER OBJECTIVE:

ACCOUNTING/ADMINISTRATION

♦ Office Management - Supervision - Secretarial ♦

A challenging position of an **Accountant /any other post** that will enable me to contribute to the organization goals availing an opportunity for growth and advancement.

B.com Graduate with 5+ years of experience as an Accountant & Customer Relationship manager.

KEY SKILLS :

- Expertised knowledge in NEFT ,RTGS & IMPS payments to suppliers through Net banking.
- Experienced in Computerized [Tally accounting software] & Manual Accounting.
- Computer savvy professional with extensive hands on experience utilizing computer applications.
- Experienced in Microsoft office suite.[MsWord ,MsExcel etc.]
- Keeping accounts of customers account (Debtors)
- Keeping accounts of Suppliers Account (Creditors)
- Preparing salary of all the employees of the company(Payroll)
- Bank Reconciliation Statement(Banking)
- Cash flow periodic statement
- Inventory Control with Branches Account
- Trial Balance (Ledgers Balances)
- Trading, P& L Account & B/S
- Computers:-Ms Office (Ms Access, Excel, Word, PowerPoint) Ms outlook-Email, Internet & LAN
- Accounting package: Tally9
- Experienced in multiple trading applications.
- Introductory knowledge in "C" programming language.

B.com

Experience : 5+ Years

- Experienced in installation of computer applications including operating systems.
- Team viewer.
- Maintenance of windows operating system and applications.

EDUCATION,

- Bachelor of Commerce (B.COM), June 2008 from Mahatma Gandhi University.
- Computer: MS Office, Computer Programming, DCFA, Tally9.ERP

TRAINING / CERTIFICATES,

DCFA [Diploma in Computerized Financial Accounting] [TALLY]
Institute, Alappuzha, Kerala

D S

Subjects:

- Manual Accounting & Computerized Accounting
- Basic Accounting Terms & Application In tally
- Trading Accounting & Application In tally [VAT -Regular, Composite]
- Manufacturing Accounting & Application In tally[Excise Duty ,FBT]
- Financial & Cost Analysis , Application in Tally

MS Office

- MS Word
- Ms Excel
- Ms Power point
- Ms Access

Stock Exchange

- CDSL [Central Depository Services (India) Limited],
- IPO Shares,
- Stock Exchange[NSE]- NCFM CAPITAL MARKET Dealer's Module

TOTAL WORKING EXPERIENCE [5 +Years]

Muthoot Securities & commodities Ltd. , (August 2009 - March 2012)

Customer Relationship Manager

Ledgers & Customers Accounts:

- Daily monitoring of works, daily sales reports, purchase reports, execution of deliveries, posting transaction of the day to the accounts file, e-mailing, procurement, meeting with clients.
- Processing invoices with corresponding.

B.com

Experience : 5+ Years

- Dealing with supplier enquiries, keeping customers accounts.
- Reconciling monthly supplier statements and issue of payments.
- Recording journal entries Purchase A/C, Sales A/C, Expenses A/c, Other Income Purchases of fixed assets
- Responsible for Purchase and Sales Ledger Accounts, petty cash, expenses, payroll, reconciliation A assisting in auditing. Also responsible for secretarial duties for the Executive Manager.
- Writing sales reports, resolving enquiries from employees, reconciling corporate bank accounts,
- Maintaining inventory, posting of cashbook receipts and payments.
- Within Credit Control, working with customers to control payment terms and solve Invoice queries.
- Preparing reports on different aspects of the business on weekly and monthly basis and daily registration of Invoices and credit notes.
- Developed experience of Excel Spreadsheets and MS Word.

Banking:

- Bank Reconciliation Statement, Checking recorded and banked remittances from customers .

Payroll:

- Monthly payroll calculation and distribution.
- Issuing cash and expenses for staff, Petty cash .
- Controlling and adjustments to hours, costing and absence.

Customer Dealing:

- Providing online support for the clients .
- Installation of Trading software [client version] for the clients & Educating them ,how to use the software most effectively.
- Handling requests and complaints of the clients.
- Inform the clients about their Cash balance & MARGIN available in their Account before Market opens.
- Checking the Status of the cheque's given by clients & informing them about it
- Coordinating with the clients regarding settlement queries.
- Dealing with COMMODITY ,EQUITY and DERIVATIVE SEGMENTS.
- Guiding both online and offline clients .
- Providing adequate solutions to the clients through emails & over the phone.
- Verification of Account opening documents of clients & entering the DATA in our account opening software.

**Dockers , Mescos & Kobbler
2016)**

(February 2015 - Nov

Accountant Cum Office Manager for a Retail chain.

B.com

Experience : 5+ Years

Ledgers & Customers Accounts:

- Doing NEFT ,RTGS & IMPS payments to suppliers through Net banking.
- Daily monitoring of works, daily sales reports, purchase reports, execution of deliveries, posting transaction of the day to the accounts file, e-mailing, procurement, meeting with clients.
- Processing invoices with corresponding.
- Dealing with supplier enquiries, keeping customers accounts.
- Reconciling monthly supplier statements and issue of payments.
- Recording journal entries Purchase A/C, Sales A/C, Expenses A/c, Other Income Purchases of fixed assets
- Responsible for Purchase and Sales Ledger Accounts, petty cash, expenses, payroll, reconciliation, assisting in auditing. Also responsible for secretarial duties for the Executive Manager.
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Payroll:

- Monthly payroll calculation and distribution.
- Issuing cash and expenses for staff, Petty cash .
- Controlling and adjustments to hours, costing and absence.

EDUCATION IN DETAIL

B.com

Mahatma Gandhiji

University

Subjects:

- Business statistics
- Banking Theory & practice
- Business laws
- Financial Accounting

B.com

Experience : 5+ Years

- Cost Accounting
- Marketing Management
- Computer Awareness & Applications
- Elective Paper 1 :Co-operation1
- Corporate Accounting
- Principles of Business Decisions
- Entrepreneurship Development & management
- Capital Market & Financial Services
- Auditing
- Elective Paper 2 :Co-operation 2

**Pre-Degree
University**

Mahatma Gandhiji

Subjects:

- Commerce
- Commercial Geography
- Commercial correspondence
- Secretarial Functions in Company Meetings
- Accountancy

**S.S.L.C
Kerala**

Sacred Heart Eng. Medium School, Changanacherry,

INTERESTS AND ACTIVITIES

Surfing Internet ,Enjoy Music etc.

PERSONAL DETAILS

Age:35

Health : Robust

Marital status : Unmarried

Languages [Speak & write]: English ,Malayalam

Passport Validity: 21-06-2026

B.com
Experience : 5+ Years

*****END OF RESUME*****