

Vivin George

Accountant

Kottayam, KERALA, 686512, IN - Email me on Indeed: [indeed.com/r/Vivin-George/ab5c2e71feffb9cc](https://www.indeed.com/r/Vivin-George/ab5c2e71feffb9cc)

To seek a challenging opportunity in an organization where I can prove and improve my professional skills and capabilities through sincere efforts while at the same time being resourceful, innovative and flexible.

WORK EXPERIENCE

Accountant

Little Flower Printing Industries - Kerala, IN - February 2016 to November 2016

Responsibilities

- Analysis of financial data
- Providing advice regarding business operations
- Preparation of different financial reports
- Quarterly Management Report

Financial Assistant

Seven Seas Company LLC - Muscat, OM - May 2014 to January 2016

Responsibilities

- Monthly book-keeping.
- Payroll administration.
- Quarterly Management Report.
- Finalization of Year end company accounts
- Maintain financial data support, manual filing system and computer software system.
- Support audit works.
- Analyze revenue and expenditure.

Accountant

Business Line Trading Company LLC - Muscat, OM - April 2012 to April 2014

Responsibilities

- Monthly book-keeping.
- Payroll administration.
- Quarterly Management Report.
- Billing invoices to vendors, staff, and clients.
- Maintain financial data support, manual filing system and computer software system.
- Support audit works.

EDUCATION

AA in Accountant

Mahatma Gandhi University - Bangalore, Karnataka
September 2010

AISSCE

Central Board of Secondary Education

AISSE

Central Board of Secondary Education

ADDITIONAL INFORMATION

TECHNICAL SKILL

- SAP FI: General Ledger, Accounts Receivable, Accounts Payable, Asset Accounting
- Tally 9
- Knowledge in Operating System of Windows (XP/Vista/7/8)
- Excellent Knowledge of MS Office (Excel, Word, PowerPoint)

SOFT SKILL

- Excellent interpersonal skills with the ability to interact with management, staff and clients at all levels
- The ability to co-operate with others and influence situations through lateral and more creative thinking
- I am confident about the way do I do my job and interact with others

STRENGTH

- Able to adapt to different situation
- Motivator to colleagues
- Confident
- Punctual and sincere
- Patience

Date of Issue: [...]

Date of Expiry: [...]

Place of Issue: Cochin

DECLARATION

I hereby declare that all the above furnished details are true to the best of my knowledge.

Place: Kottayam

Date: [...] Vivin Joseph George