**RESUME**

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| **CARRIER OBJECTIVES:**  To work with an esteemed organization that provides me an opportunity to learn, grow and develop my skill and to shine, and also develop the subordinates to achieve the organization goals.  **EDUCATIONAL QUALIFICATION:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Course** | **Board / University** | **Institutions** | **Year**  **Of**  **Study** | **percentage** | | B.Com  With  Co-operation | Kerala  university, | Private Study | 2003  To  2006 | 40 % | | PDC | Kerala  university | Private Study | 2000  To  2002 | 39 % | | S.S.L.C | Kerala State Board of Education | Govt H.S Chunakara | 1998 | 48% | |

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| **PERSONAL DETAILS**  **NAME: JINU JANARDANAN**  **FATHER NAME:Janardanan.K**  **AGE & DOB : 31 26-5-1980**  **GENDER : Male**  **MARITAL STATUS : Married**  **RELIGION: christian**  **NATIONALITY : Indian**  **PERMANENT ADDRESS :**  Jithin Vilasam,  Chunakara North P.O  Alapuzha (D), Kerala, INDIA  Mobile Number: +91-9744748129    E-mail ID:  [jinumavelikara@gmail.com](mailto:jinumavelikara@gmail.com)  jinumavelikara@yahoo.in |

**Languages Known:**

* English, Hindi, Malayalam

**Computer Skills:**

* MS Office
* Tally ERP 9

**Interested Area:**

* Finance and Accounting
* Audit

**Work experience**

**4 Year Experience in Office Staff**

**More than 5 Year Experience in** Accountability and Auditing **Presently working Somatheeram Ayurvedic Group Pvt Ltd as an Accountant.**

**Job Summary**

* **Bank, Cash, Creditors & Debtors Reconciliation.**
* **Process Customer payments by cash, cheque & Responsible for Balanced Cash draw at close of shift.**
* **Inter Company Transactions Accounting & Reconciliation**
* **Receive, verify & Accounting of all types of Voucher Entries in Tally**

**And ensure transactions are properly recorded.**

**References**

* Suresh Kumar M.R

Accounts Manager Somatheeram Ayurveda Group

Ph no; +91 811886154

**Declaration:**

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

Yours faithfully

JINU JANARDANAN

Place: Mavelikara