# C:\Users\ACCOUNTS\Desktop\F8442A.jpgAccountantM.com with knowledge in MIS, DSR, Vat returns, Payroll, Stock maintenance software like Tally, Microsoft word, Excel etc

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##### Jobin John Kallamplackal House, Josegiri P.O Josegiri, Idukki, Kerala, India – 685565

**Mobile: +91 9809852525 Email: kallujohn@gmail.com**

##### OBJECTIVE

To contribute my professional skills to the organization and nation in a most efficient manner facilitating the growth of organization and to grow along with it.

##### SUMMARY OF QUALIFICATIONS

* Driven to learn and apply new ideas
* Enthusiastic, creative, and willing to assume increased responsibility
* Unique ability to adapt quickly to challenges and changing environments
* Personable, articulate, and professional in both appearance and manners
* Good communicative and organization skills

**Work Experiences**

Diagnostics Care (DDRC SRL Partnership)As Accountant cum Office administrator.(03/12/2012 to 30/09/2013)

**At present working as Centre Accountant at VLCC Health Care Ltd. Kochin Brach (24/02/2014 to till)**

**TECHNICAL SKILLS**

* Certified Diploma in Professional Accountant (DPA)

(Tally ERP 9, Manual Accounting etc.)

**Professional Accounting Training**

Certified Diploma in professional Accountant (DPA)  successfully completed training in Manual and Computerized Accounting From IPA, Thrissur, and an ISO 9001-2000 Certified Accounting Training Institute.

##### COMPUTER SKILLS

* Expert Knowledge in M.S Office packages
* Diploma in Professional Accounting
* Working Knowledge in softwares like
  + Tally Erp 9.00

**Study Exposure**

**I have study exposure to the following areas of Accounting work**

* Writing up of Books and finalization of accounts of Trading, Manufacturing and service Organisation.
* Preparing and Maintenance of various registers like Purchase Register, sales Register, Journal Register,CreditNote Register and Debit Note Register etc.
* Preparing of various Accounting Reports like Ageing Analysis, Income and Expenditure statements, Balance Sheet statement, Bank Reconciliation statements etc.
* Preparing and Maintenance the Stock Reports
* Preparing and E-filling of VAT Return, Income Tax Return, Service tax, TDS, LWF, Professional Tax
* Inter branch and Intra branch reconciliations,
* Preparing reports like DSR, MIS, Stock maintenance, CIH recovery etc.

# FORMAL EDUCATION

**M.com**- March 2012

76% Marks St. Thomas’ College, Thrissur,The University of Calicut, Kerala

**B.com** - March 2009

52% marks The University of Calicut, Kerala

## Plus Two (Commerce)- March2005

78% marks Govt. of Kerala Board of Higher Secondary Examination

## S.S.L.C -March 2002

## 73% marks, State Education Board, Kerala, India

##### LANGUAGES

* English
* Malayalam

##### PERSONAL DETAILS

Full Name : Jobin John

Father’s Name : John

Date of Birth:30 April 1987

Gender: Male

**Marital Status:** Single

**Religion & Caste**:Christian, R.C

**Nationality** :Indian

**State** : Kerala

**District** : Idukki

**Licence** : Two & Four

Wheeler

**Declaration**

I hereby declare that all the Information furnished above is true & accurate to the best of my Knowledge and belief.

Place : Josegiri

Date : 30/07 2015

**Jobin John**

Note: Certificates and documents shall be furnished on request.