

# SHINTO JOSEPH

## ACCOUNTANT

Kannur | +91 9746765288 | shintojoseph1989@gmail.com



### Objective

Seeking a challenging environment where I can utilize my knowledge and strength with full commitment and conviction to become a valuable asset for the organization I work in and prosper along with it.

### Academic qualification

- MBA in Finance from Sikkim Manipal University[2013-2015]
- Passed 12<sup>th</sup> from Savio H.S.S.Devagiri, Calicut, Kerala [2007-2008]
- Passed B.Com from De Paul College, Kannur University , Kerala[2008-2011]
- Passed 10<sup>th</sup> from St. Sebastians.H.S.S.Velimanam, Kannur , Kerala [2004-2005]

### Professional experience

- Currently working with Oxo Lab Security Systems as an Accountant
- One year and seven months working experience at Next Education India Pvt Ltd as a Sr. Finance Executive- Compliance [from 24<sup>th</sup> October 2016 to 23<sup>rd</sup> June 2018]
- Two and half years working experience at Riviera Optic Pvt Ltd Cochin, as an Accountant [from 14<sup>th</sup> July 2014 to 22<sup>nd</sup> October 2016]
- Two and half years working experience as a Branch Accountant in a reputed optical chain, Lawrence & Mayo (I) Pvt Ltd Cochin [from 6<sup>th</sup> January 2012 to 12<sup>th</sup> July 2014]

### Career contour

#### Oxo Lab Security Systems.



#### ➤ Key Responsibilities:

- Manage day to day financial tasks, Book keeping/Tally entries and maintenance of accounting records; monthly book closing and preparation of MIS.
- Co-ordination with Auditors for preparing GSTR 3B, GSTR1, GSTR2 and TDS.
- Maintaining records and Back up of all Finance related transactions.
- Reconciliation of bank statement with cashbook and passbook.
- Organize and maintain financial records.
- Purchase entries in Tally.
- Maintenance of stock and stock verification.
- Ensuring the monthly payment to vendors on time.
- Work related to internet banking/NEFT/RTGS.

## **Next Education India Pvt Ltd.**



### ➤ **Key Responsibilities:**

- Computation of GST tax payable for 5 states branches of our company and making payment within due dates , filing GSTR 3B within time for the same branches along with offsetting liabilities of the same.
- Calculation of sales tax and making payment for 5 states in India, and return filing for the same states at the time of VAT.
- Coordinating the VAT Audit, Assessments & Annual return requirements with consultant for 5 states.
- Authorizing inventory movements in ERP after verifying supporting documents.
- Follow up the Sales tax department to get the C Form & F Form to be issued to vendors & other branches of company on a timely manner.
- Generation of waybills for goods movement for 4 states on request from SCM Department of Company.
- Posting of payment entries related to sales tax of various states in SAP.
- Issue C Form to the vendors & uploading the same in our Internal ERP of company (CRM).
- Reconciliation of Mismatch report received Sales tax department of various states.
- Monthly Reconciliation of E Waybills generated for different states.
- Verifying Purchase bills to ensure whether it is complying with the prescribed format as per the statute.
- Ensuring the organization is adhering to the changes in vat rules and other notifications and circulars issued by the sales tax departments.

## **Riviera Optic Pvt Ltd.**



### ➤ **Key Responsibilities:**

- Manage day to day financial tasks, Book keeping/Tally entries and maintenance of accounting records; monthly book closing and preparation of MIS.
- Co-ordination with Auditors for preparing TDS and Monthly return.
- Maintaining records and Back up of all Finance related transactions.
- Calculating and checking to make sure payments, amounts and records are correct and ensuring the monthly payment on time.
- Managing petty cash transactions.
- Reconciliation of bank statement with cashbook and passbook.
- Inspect account books and accounting systems to keep up to date.
- Organize and maintain financial records.
- Ensuring the monthly payment on time.

 **Lawrence and Mayo India Pvt Ltd.**



➤ **Key Responsibilities:**

- POS (Company software) entries & maintenance.
- Maintenance of main cash.
- Stock entering and Stock transaction entries in POS up to date.
- Collection deposit in POS & pending payment follow up.
- Periodical reports to concerned departments (marketing/main accounts/ regional office).
- Daily checkup of e-mails & prompt reply- circulation all.
- E-mail message to SC & team on time.
- POS rectification & follow ups.
- POS data backup & export- daily basis.
- Stock statement generation once in a month.
- Preparation of MIS files (daily-weekly-monthly)

**Computer skills**

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- Tally
- SAP(Processing Via SAP)
- M.S Office (Full)
- Multimedia Animation

**Competencies**

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- Perfect knowledge about Accounting and ability to perform them efficiently.
- Very quickly in learning the new things.
- Leadership qualities with motivating attitude.
- Likes to do things in a different way.

**Personal qualities**

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- Team player, self-driven and motivated.
- Good social commitment.
- Possess good organizational and management skills.
- Good interaction skill and logical intelligence
- Analytical and critical thinker

## Reference

Jithin Jose (Manager - Next Education India Pvt Ltd  
(jithinjose@nexteducation.in)  
Mob: +91 9526719011

Ansar S (Manager - Riviera Optic Pvt Ltd  
(mohammedanasar1985@gmail.com)  
Mob: +91 9995658786

## Personal Information

Name : SHINTO JOSEPH  
Date of Birth : 10-04-1989  
Father's Name : Varghese  
Sex : Male  
Marital status : Single Religion  
& Caste : Christian RC  
Nationality : Indian  
Languages Known : English, Hindi & Malayalam  
Passport Number : M7823710

## Declaration

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

Place: Kannur  
Date:

Yours faithfully,  
SHINTO JOSEPH