

CURRICULUM VITAE

JINTU VARGHESE

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Manappuram P O
cherthala – 688526
KERALA, INDIA

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CAREER OBJECTIVE

Seeking a suitable position in Accounts & Finance with a reputed Organization, where my education and experience can contribute to the enrichment of myself and growth of the organization

EDUCATIONAL QUALIFICATIONS

- **B.Com.** (Kerala University)
- **Plus Two** (Board of Kerala)
- **SSLC** (Board of Kerala)

IT SKILLS

- **PDCFA** (Microsoft Excel and Manual Accounting)
- **TALLY (erp .9)**

WORK EXPERIENCE

Organization	:	INDITRADE CAPITAL LTD (Broking firm)
Location	:	Cochin – Kerala – India.
Nature of Work	:	Manual & Computerized Accounting
Position	:	Accountant
Period	:	From 2016 august onwards
Reference	:	SAJI ABRAHAM (Ph. # 9633278300)
Previous exp	:	2012-2016 (worked as Branch Head in MABEN NIDHI LTD)

JOB PROFILE

- Expense Processing, Accounting bills
- Maintenance of Day Book and ledgers
- Vouching and Verification of Expenses
- Keeping of Bills Copies for Service Tax Purposes
- Handling the petty cash
- Updation of accounting entries
- Tds return filing
- Reconciliation of banks, creditors, debtors and intercompany accounts
- General Ledger Trial uploading to software
- Maintain Cash and accurately record cash transactions

PERSONAL INFORMATION

Father's Name : K C Varghese
Date of Birth : 05-12-1990
Gender : Male
Nationality : Indian
Marital Status : Single
Religion : Christian
Languages Known : English, Malayalam
Passport no : P 1155188
Driving licence no : 32/3060/2011

DECLARATION

The above information provided is correct to the best of my knowledge and belief. I shall be grateful if you provide me the chance to work with you. I shall work to best of my abilities and your expectations

Date:

JINTU VARGHESE