

JIMMY JAMES

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CAREER OBJECTIVE

To pursue growth of my career in a competitive and challenging work environment which will enable me to learn, grow and substantially build on my knowledge acquired during the course of my study and at the same time give me an opportunity to contribute to the growth of organization where I work.

PROFILE SNAPSHOT

Professional Qualification

- M. com from Mahatma Gandhi University, Kottayam

Professional Experience

- 2 years experience

QUALIFICATION & EXPERIENCE OVERVIEW

Year	Course of study	Board/University/Institute	Score
2016	M. Com (Finance)	M G University, Kottayam	Completed
2014	B. Com (Computer Applications)	M G University, Kottayam	59%
2011	Plus Two (Commerce)	Kerala State Higher Secondary Board	66%
2009	S. S. L. C.	Kerala State Board	70%

ADDITIONAL QUALIFICATIONS

1. 'Certificate course on Tally ERP9'
2. DIPLOMA IN SALE TAX PRATICE (DSTP)

WORK EXPERIENCE

1. CA ROY K. PAUL F C A , CHARTERED ACCOUNTANT KERALA]

From July 2016 to June 2017 – As an Accountant cum Audit Assistant

Roles and Responsibilities include:

- Manage Audit files in computer and paper form.
- Produced spreadsheets detailing audit activities.
- Generated reports based on gathered data.
- Assisted audit staff in completing the audits.
- Conducted checks on payments, vouchers and proposals to ensure compliances.
- Took part in the statutory audit of Proprietorships, Partnership Firms, Private Ltd Companies, Commercial Banks

Key clients serviced:

- Glowell Educare Private Ltd, Weserve chits Private Ltd, Formation House
- Various Nationalized banks like State Bank of India, State Bank of Travancore, Bank of India

2. GLOBAL INDIAN PUBLIC SCHOOL, KODIKULAM, IDUKKI , KERALA)

From July 2017 to December 2017 – As an Accountant

Roles and Responsibilities include:

- Manage the day to day financial transactions of the company.
- Maintain book of accounts in a computerized environment.
- Handle cash management.
- Control petty cash; prepare render accounts of individuals & departments.
- Check Monthly all bank accounts maintained; resolve any differences in a timely manner.
- Handling payroll more than 100 employees.
- Prepare regular reports and summaries of accounting activities.

3. KANANAM RETREAT (Resort), KULAMAVU, IDUKKI, KERALA)

Till working – As an Accountant

Roles and Responsibilities include:

- Manage the day to day financial transactions of the company.
- Handle cash management.
- Handling payroll.
- Prepare regular reports and summaries of accounting activities.
- Process authorizes purchase requests as needed.

IT SKILLS

- Knowledge of MS-Office and windows
- Working Knowledge of Internet.
- Knowledge in Tally 9, Tally ERP 9.
- Visual Basic

PERSONALITY TRAITS

Hobbies Listening Music, Traveling, Net surfing, Playing (cricket)

Qualities Disciplined, Honest & Smart working.

STRENGTH

- Analytical mind to identify problems and implement effective solution.
- Flexible by nature.
- Positive Attitude.
- Hard working & Self Confident.
- Capable to work in Team.

PERSONAL PROFILE

Date of Birth	:	11.10.1993
Marital Status	:	Single
Nationality	:	Indian
Language Known	:	English, Malayalam, Tamil

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date: 20.01.2019

Place: Thodupuzha

(JIMMY JAMES)