





## JIFFIN MATHEW

Accounting Assistant

 jiffinmathew@gmail.com

 9497659594

 Nedumkallel (H)  
Vadacode P.O, Kalloorkad  
Vazhakulam ,Muvattupuzha -  
686670

### TECHNICAL SKILLS

Excellent accounting skills in  
Tally ,Microsoft excel,word,power  
point Advanced computer skills

### INTERESTS

Community involvement

Sports

Travelling

Music



## CAREER OBJECTIVE

I would like to work in a challenging and diverse organisation, where i would impart my skills to learn and gain experience



## EDUCATION

**St. Newman College , Thodupuzha**

Mcom  
60%  
2017

**St. Newman College , Thodupuzha**

Bcom  
64%  
2015

**St. Augustine's Higher Secondary School , Kalloorkkad**

Plus Two  
85%  
2012

**St. Augustine's Higher Secondary school , Kalloorkkad**

SSLC  
89%  
2010



## EXPERIENCE

**Maryland Public School , Kaloor**

Accounting Assistant  
*11/04/2019 - 18/05/2019*

Worked as an accountant and engaged in many works related to school and surroundings.

**Roy K Paul Chartered Accountant, Near Income Tax office, Thodupuzha**

Auditing Assistant , Accounting Assistant  
*04/12/2017 - 01/04/2019*

\* Analysed,examined and interpreted account records,compiled financial information,reconciled reports and financial data of Bright Public School, Valakom.

\* Process journal entries and perform accounting corrections to ensure accurate records.



## PROJECTS

**Brand preference of smart phone among youth in Thodupuzha Thaluk**

*3 months*

**Brand preference of smart phone among youth in Thodupuzha Thaluk**

45 days



## PERSONAL STRENGTHS

Flexibility and adaptability in a new atmosphere  
Goal oriented : Result achiever,meeting deadlines  
Honesty and integrity  
Strong analytical abilities  
Critical thinking : Decision making skills



## REFERENCE

**Mr Anas Jabbar - "Kallumkal Tower, Near HDFC Bank ,  
Thodupuzha"**

Chartered Accountant  
anaspjaca@gmail.com  
Mob : 9961944199



## ACHIEVEMENTS & AWARDS

Participated in many commerce fest in different colleges  
Played a key role for conducting commerce fest for the  
first time in Newman College , Thodupuzha  
Won prizes for literature,sports and stage programmes



## PERSONAL PROFILE

Date of Birth : 27 September 1994

Marital Status : Single

Nationality : Indian

Known Languages : English,Malayalam,Hindi

Hobby : Listening music Singing Travel  
Reading

Passport : R8063899



## DECLARATION

I , hereby declare that the above written particulars are  
correct and true to the best of my knowledge and belief