

SELVIN PHILIP
Accountant (MBA)

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Palaparambil (H)

Chengalam P.O

Elamgulam, Kottayam

Kerala

India - 686585



Career Objective:

Looking for a suitable position in Accounts & Administration with a reputed Organization where I can utilize my Education and experience for the optimum growth of the organization as well as personal career growth.

Professional Summary :

- Accounting and Administration professional with 10+ years of total experience
- 6.5 Years in Experience in Saudi Arabia
- Holds Master degree in Finance and Marketing
- Proficient in Tally and MS Office Application
- Young, energetic and capable of working under pressure
- Self-Motivated and keen to learn new things and widen knowledge
- Fair Knowledge of accounts correspondence

Professional Experience :

- **Accountant:** Ploykot Industires Pala (2020 October to till the date)
- **Accountant cum Project Co-ordinator :** Tower Planning Company Dammam (2014 March to 2020 July)
- **Accountant and Purchase Manager :** Antony Thomas Engineering Contracts Cochin Kerala (2011 March to 2014 February)
- **Accountant Cum Store Keeper :** Kootummel Group Changanacherry Kerala (2010 February to 2011 February)

Duties and Responsibilities

- Conducted routine Audits of accounting ledger and monthly reports to verify accounting accuracy
- Prepared month end reporting including job budgets sales trends payroll and jobs in progress
- Received and recorded invoices and arranged payments
- Prepare and send invoice to debtors
- Maintain daily collections and deposits from all branches
- Maintain Petty cash
- Calculate and distribute wages and salaries.
- Maintain Day book ,Sales purchase and stock Register posted leger
- Handle all kinds of bank transaction

Technical Skills:

- Tally ERP 9.
- MS Office

Academic Chronicle:

Sl. No	Qualification	University/Board	Name of College
1	Master of Business Administration (MBA)	Mahatma Gandhi University, Kerala	Mangalam College of Engineering, Ettumanoor, Kerala
2	Bachelor of Commerce (B.com)	Mahatma Gandhi University, Kerala	St. Thomas College, Pala, Kerala
3	Higher Secondary	Board of Higher Secondary Education, Kerala	St. Thomas H. S. S, Erumely, Kerala
4	SSLC	Kerala State Board of Secondary Education	St. Mary's H. S, Elamgulam, Kerala

Languages Known

- English (Read, Write, Speak)
- Malayalam (Read, Write, Speak)
- Hindi (Read,)
- Tamil(Speak)

Strengths

- Team spirit
- Adjustable
- Confident
- Optimistic
- Spiritual
- Positive Outlook
- Good communication & interpersonal skills

Personal Data

Date of Birth : 28/03/1984

Sex : Male

Nationality : Indian

Passport No : U6867558, Date of Expiry – 11/10/2030

Declaration

I hereby declare that all the information stated above is true to the best of my knowledge. I will make it my earnest endeavor to discharge competently and carefully the duties you may be pleased to entrust with me

Yours Sincerely

Selvin Philip