

CURRICULUM VITAE



JITTO CHANDY

Phone: + 91 9747772751

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Present Address :

Ambalaparambil House
Eravimangalam P.O
Kottayam, Kerala-686613

Personal Profile:

Date of Birth : 05/08/1993

Gender : Male

Marital Status: Married

Nationality : Indian

Religion : Christian

Languages Known:

English, Hindi, Malayalam, Tamil

Passport Details:

Passport No : V 1012260

Place of Issue : Cochin

Date of Issue : 23/04/2021

Date of Expiry : 22/04/2031

Computer Knowledge:

- ◆ Well versed with Microsoft Office.
- ◆ Advanced Internet Research & Browsing and Good typing speed.
- ◆ Tally.
- ◆ SAP - ERP

CAREER OBJECTIVE:

Seeking a position to utilize my skills and abilities in an organization that offers professional growth while being resourceful, innovative and flexible, while at the same time, expanding my knowledge in the concerned field.

PROFESSIONAL EXPERIENCE: Five And Half Years

1, Employer: EXTRACO INDUSTRIES LLC,UAE

Designation : ACCOUNTANT

Period : 05th March 2020 to 31st August 2021

Job Description:

- Invoice Submitting
- Petty Cash dealing
- Financial Report Submitting
- Time Sheet preparation and Verification
- Job Cost Analysis.
- Preparation of financial statement and account finalization etc...

2, Employer: LULU GROUP INTERNATIONAL-QATAR REGION.

Designation : REGIONAL ASSISTANT AUDITOR

Period : 06th December 2017 to 05th December 2019

Job Description:

- Ensures compliance with established internal control procedures by examining records, reports, operating practices and documentation
- Verifies assets and liabilities by comparing items to documentation
- Inspecting account books for accuracy
- Check all expenses and payments
- Creating detailed reports on audit findings

3, Employer: SIMONS ACCOUNTING AND TAX SOLUTIONS.

Designation : ACCOUNTANT ASSISTANT

Period : 10th March 2016 to 15th September 2017

Job Description:

- Collect, Analyze and Summarize Account Information.
- Preparation of Financial Statement and Finalization of Accounts
- Filing of VAT Return
- Audit Financial Transaction, Other Office Jobs etc...

4, Employer: JTSR AND ASSOCIATES

CHARTERED ACCOUNTANTS.

Designation : AUDIT ASSISTANT

Period : 07th September 2015 to 08th March 2016

Job Description:

- Preparation of Financial Statement.
- Bank and Corporation Audit
- VAT Audit of Business Concerns
- Filing of VAT Return, Other Office Jobs etc...

ACADEMIC QUALIFICATION DETAILS:

Course / Specialization	School/College	Board/University	Year	Percentage
Master of Commerce	St.Stephen's College Uzhavoor, India	Mahatma Gandhi University	2015	72
Bachelor of Commerce	St.Stephen's College Uzhavoor, India	Mahatma Gandhi University	2013	81
Higher Secondary	St.Micheal's Higher Secondary school Kaduthuruthy, India	Board of Higher Secondary Examination, Kerala	2010	77
Secondary School Leaving Certificate (SSLC)	St. Thomas High School Kallara, India	Board of Examination, Kerala	2008	77

Internships

- **Post Graduation Internship**

Summer project on the topic “Customer satisfaction of credit card services provided by State Bank of India”.

- **Under Graduation Internship**

Summer project on the topic “A study on customer satisfaction towards Jive fruit juice”.

Personal Interests and Activities:

To play shuttle badminton and football, listening to Music, watching news channels...etc.

Strength:

- ❖ Belief in moral values.
- ❖ Positive attitude and strong work ethics.
- ❖ Dedication And Hard work.
- ❖ Willingness to be a part of a team and to lead.
- ❖ Comprehensive problem solving abilities.

Declaration

I, **Jitto Chandy**, hereby declare that all the details furnished above are true to the best of my knowledge and belief.

PLACE:**DATE :****JITTO CHANDY**