

PERSONALDETAILS

Date of birth : 1ST May 1992

Marital status : Married

Religion : Christian (Latin Catholic).

Nationality : Indian

Address : Veluthedath(H), Ochanthuruth P O, Vypin,
Ernakulam, Kerala, India, Pin: 682508.

Phone : 9995684007

Email : aneeshjosevj11@gmail.com



Aneesh Jose V

WORK EXPERIENCE

1) working as a Accountant at Power tech, Ernakulam.

2) Worked as an Accountant at Slipa Projects & Infrastructure Pvt Ltd, Ernakulam from 13 September 2021 to 31 December 2021.

RESPONSIBILITIES

- Updating Purchase & Sales.
- GST Annual Reconciliation.

3) Worked as an Assistant Manager, Finance & Accountant M&B Associates, kochi from 01 April 2019 to 10 September 2021.

RESPONSIBILITIES

- Managing Cash Flow.
- Maintaining Spread sheets.
- Updating Finances for Purchase & Sales.
- GST Filing (GSTR-3B & GSTR-1).
- TDS return filing (monthly and quarterly).
- VAT Filing.
- Tally work.
- Update and enhance the system to improve the daily work.
- Train new staff, plan training schedule.
- Track inquiries coming through calls/Marketing Team Managers.
- Maintain files and records charges.
- Traveling Expenses Verification.

- Sales tracking and Report submitted to General Manager.
- Set Target and Incentive & Bonus & Salary Calculation for Marketing Team & All Office Staff.
- Process, monitor coming transactions of Payment / Collection and related reports completed as schedule time and complied with Premium Collection' s procedures.
- Prepare monthly, quarterly and annual financial statements For management.

4) Worked as an Accounts Trainee at Sajive Associates Chartered Accountants, Ernakulam from 28th March 2018 to 31st March 2019.

RESPONSIBILITIES

- Managing Cash Flow.
- GST Registration & GST Filing (GSTR-3B & GSTR-1).
- TDS Return Filing (Monthly & Quarterly).
- VAT Filing.
- KVAT Filing.
- Internal Audit & External Audit.
- Tally work.
- All Client Monthly Report submitted to CA.

5) Worked as an Accountant at Hindustan Interiors, from 8th August 2017 to 12th March 2018.

RESPONSIBILITIES

- Managing Cash Flow.
- Material Purchasing.
- Salary Calculation for all daily wage staff and company staff.
- Maintaining Spreadsheets.
- Tally work.
- Collect, enter and extract data and undertake analysis as directed. Assist in the timely preparation of client reports.
- Manage Labor Unions.
- Update and enhance the system to improve the daily work.
- Maintain files and records charges.
- Traveling Expenses Verification.
- Fuel Expenses Verification.

6) Worked as an Accountant at All For Chit Private Limited, From 1st July 2015 to 31st July 2017.

RESPONSIBILITIES

- Managing Cash Flow.
- Traveling Expenses Verification.
- Maintain files and records charges.
- Maintaining Spread sheets.
- Tally work.
- Deliver high quality service to customers by accurate, timely completion of all assigned tasks and requests for information.
- Collect, enter and extract data and undertake analysis as directed. Assist in the timely preparation of client reports.

7) Worked as an Data Entry at The Kerala State Civil Supplies Corporation Limited, from 1st April 2013 to 30th June 2015.

RESPONSIBILITIES

- Data entry
- Preparing Reports
- e-mail works
- Letter Typing

SUMMARY OF SKILLS

- Experienced in handling office management and public relations.
- Excellent time management, organizational, and communication skills.
- Strong attention to detail and problem solving skills.
- Self-motivated, honest, and multi-tasking person.

EDUCATION

- B.COM Degree (Computer Applications) Mahatma Gandhi University, Kottayam, Kerala, India.
- Higher Secondary Commerce Government of Kerala, Thiruvananthapuram, Kerala, India.
- SSLC Government of Kerala, Thiruvananthapuram, Kerala, India.

CERTIFICATIONS

- Word Processing and Data Entry (RUTRONIX)
- Tally ERP 9 With GST

INTERESTED AND HOBBIES

- Interested in Playing and Teaching Kabaddi.
- Reading Novels
- Watching Movies

DECLARATION

I here by declare that all details furnished above are true and correct to the best of my knowledge.

Place: ERANAKULAM

Aneesh Jose V