



REMESH K.S

CAREER OBJECTIVE

Looking to work with an organization which provides opportunities to expand my knowledge and enhance my skills.

Mobile:

8589895334

Email:

Remeshks1997@gmail.com

Address:

Kandathil
puthenpurayil (H)
mekkadambu p.o
rackad, Ernakulam
pin: 682316

SKILLS

- Expertise in using pivot tables.
- Good knowledge in using VLOOKUP, SUMIF, COUNTIF and combinations
- Financial analysis
- GST
- Tally ERP 9
- GST
- Data entry
- MS word
- MS excel
- Financial management
- Office management

CERTIFICATIONS

- Tally certification
- Hardware

LANGUAGES SPOKEN

- English
- Malayalam
- Hindi
- Tamil

Work Experience

ACCOUNTS & CASHIER (1.2 year) (present)

INDUSTRIALMARKETING

- Process -Accounts payables and receivables.
- Ensuring stabilization of the transaction process, spotting any related issues and creating effective solutions to resolve them swiftly.
- Preparing accounting reports for salary calculations.
- Mailing daily reports to top level and approvals for payments.
- Keeping GST bill for filing.
- Ensuring that the processing of invoices is completed within timely manner and in accordance with payment terms by not compromising on the KPI's and quality.
- Assisting in filing GST returns of company.
- E-way bill generation for goods transportation.
- Making all payments and bank account maintenance.
- Preparation of cheques for suppliers.
- Giving purchase orders to suppliers.

ACCOUNTANT & SALES (1 Year)

BINDU JEWELLERY

- Stock maintenance.
- Selling of gold and silver ornaments.
- GST bill generation.
- Making all payments and bank account maintenance.
- Giving purchase orders to suppliers.

Academic History

M.COM (2019-2021)

INTERNATIONAL BUSINESS
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Distant - Nirmala college, muvattupuzha

BANK COACHING (2019-2021)

PREMIER INTITUTE
THODUPUZHA

B.COM (additional core optional: Co-operation) (2018-2019)

MAHATMA GANDHI UNIVERSITY
Nirmala college , muvattupuzha

B.COM

COMPUTER APPLICATION
MAHATMA GANDHI UNIVERSITY
MOUNT CARMEL COLLEHE, KARUKADOM

PERSONAL STRENGTH

- Highly energetic
- Hard working
- Perform under pressure
- Eager to learn new technologies

PROJECTS

- Customer satisfaction towards ATM services.

DECLARATION

I hereby declare that all the information given herein is true to my knowledge and belief.

REMESH K.S