



CURRICULAM VITAE

BENEDICT K.D
KATTUNGHATHAYIL HOUSE
ANDHAKARANAZHY P.O
PATTANAKKAD, CHERTHALA
ALAPPUZHA, KERALA
PIN: 688531
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MOB: 9072782486, 8301995486

Aiming for career enrichment in the field of Finance/Accounts

CAREER OBJECTIVE

To be associated with a progressive organization that gives me scope to apply my knowledge and skills and to be part of a Team that dynamically works towards the growth of the organization in a short period.

PROFESSIONAL SUMMARY

- 4 years of work experience as an Accounts Assistant
- Purchases & Sales Order Processing
- Purchases & Sales Reconciliation
- Creditors & Debtors Reconciliation & Payment Follow up
- Bank Reconciliation
- Manufacturing Journal
- Maintaining General Ledgers & Inventories
- Cash handling & Preparation of Cash Book
- Quarterly TDS Payment & TDS Return Filing
- GSTR1 & GSTR 3B Monthly Return Filing & GST Payment
- Preparing accounting & inventory reports
- Preparing P&L Account & Balance Sheet
- E-tenders
- Tally, MS Office (Word & Excel)



ATTRIBUTES/ ABILITIES:

- Excellent interpersonal and communication skills
- Planning and leadership quality

TECHNICAL SKILLS

- Windows, MS Office (Word, Excel), Internet
- ERP Package Tally (Tally. ERP 9 & Tally Prime)

Strength:

- Positive attitude, hardworking and result oriented
- Willing to learn new things
- Ability to reach goals
- Leadership quality
- Disciplined

Hobbies and Interests

Watching Movies, Hearing Music

WORK EXPERIENCE

🌀 Worked as an **Accountant Trainee** (Tally Software Trainee) at **Allen Technologies**. From 01-05-2018 to 31-10-2018

🌀 Working as an **Accounts Assistant** at **Vibes Marketing & Services Pvt Ltd**. From 10-11-2018 (Still working)



ACADEMIC QUALIFICATION

- B.COM Graduation with First Class (66%) from Kerala University, the year 2017
- Higher Secondary School Education with Distinction (82%) in Commerce, the Year 2014
- SSLC with First Class (72%), the Year 2012

PERSONAL DETAILS

NAME	: BENEDICT K.D
NATIONALITY	: INDIAN
MARITAL STATUS	: SINGLE
SEX	: MALE
FATHER'S NAME	: DEVASSY
DATE OF BIRTH	: 09-121996
LANGUAGES KNOWN	: ENGLISH & MALAYALAM
RELIGION & CASTE	: CHRISTIANITY, LATIN CATHOLIC
EMAIL	: benedictkd5@gmail.com
PHONE	: 9072782486, 8301995486

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Ernakulam

Date: 10-11-2022

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