

CHRISTIN VINCENT

Mobile No : +91-8075470445, 7034367714
Email Id : christinvincent737@gmail.com



Career Objective:

- To be a part of your successive organization in which I can contribute knowledge, skills for the progress of any career and development of my abilities, potentials and work to acquire fulfilment in the field I have chosen.

Work Experience

- Working as Admin and Accounts at Insulmech Marine Marine and Mechanical Eng., Cochin Shipyard Ltd from August 2021.
- Worked as Cash in charge and Branch assistant at Geo Finance from December 2018 to July 2021.
- Worked as Spare Assistant at Sai Service Spare & Accessories Pvt Ltd from August 2017 to November 2018.

Educational Qualifications:

Class/Graduation	School/College	University/Board	Year of Completion
B.COM	VIAS COLLEGE, VYPIN	MAHATMA GANDHI	2020
PLUS TWO	MARELLO CAMPUS, PERUMPILLY	KERALA STATE BOARD	2015
SSLC	BVHS NAYARAMBALAM	KERALA STATE BOARD	2013

Additional qualifications:

- ITI Automobile Engineering from Kerala Board at SPM Institute of Electronics.

- Diploma from Indian Engineering Technical Society at SPM Institute of Electronics.

Skills And Qualities:

- Arranging and scheduling the needs of employee recruiting stage to working stage.
- Review personnel records and oversee rate of pay, salary changes, compensation, bonus, arrears, vacation pay-outs and other benefits for employees.
- Assist in audit activities, tax calculations and filing documents.
- Effective responds to payroll queries from employees.
- Researches as well as remains current on central payroll law and other applicable laws regulations affecting payroll administrations.
- Prepare monthly bank reconciliations.
- Maintaining the company's purchasing policy and ensuring that all purchases adhere to it.

Computer Qualification:

- Tally.ERP9 (G.Tec Computer Education- Narakkal)
- Microsoft Word, Excel.

Personal details:

D.O.B	11/11/1997
Father's name	Vincent A.X
Languages Known	English, Malayalam, Tamil
Interests and hobbies	<ul style="list-style-type: none"> ▪ Drawing ▪ Riding bike ▪ Cooking ▪ Surfing internet for information ▪ Travelling ▪ Listening instrumental songs ▪ Interacting with people
Gender	Male

Permanent Address

Arayakulath (H), Nayarambalam P.O, Ernakulam,
Pin: 682509

Date :

Place : ERNAKULAM

(Christin Vincent)