

# **RESUME**



**Name** : JINY ANTONY  
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## **CAREER OBJECTIVES**

To make contribution to the organization to the best of my ability and to develop new skills and share my knowledge while interacting with others and achieve new height.

## **EXPERIENCE**

### **DEC 2019 TO TILL DATE**

**As an Accountant at Radhakrishna Textiles (Wholesale & retail Showroom),Ernakulam**

- Bank reconciliation statements
- Filing GST returns
- Preparing TDS Calculations
- Updating purchase & sales entries
- Maintain day to day cash books and petty expenses
- Maintaining general ledger operations
- Assisting an Internal Auditor for finalization of accounts

### **DEC 2018 TO NOV 2019**

**Accountant & Audit Assistant (Tally, GST filing, Auditing) at Ganesh Associates & Co , Elamakkara**

- Compiling, analyzing and reporting financial data
- Reconcile income statements
- Prepare monthly financial reports
- Maintaining accurate financial records
- Assisting the chief auditor in all accounting functions
- Filing and maintaining all office files

## **EDUCATIONAL QUALIFICATION**

<b>COURSE</b>	<b>INSTITUTE</b>	<b>BOARD/UNIVERSITY</b>	<b>YEAR</b>	<b>PERCENTAGE</b>
MBA (Financial Management & HRM)	Rural Academy for Management Studies(RAMS), Kochi	Mahatma Gandhi University	2021-2023	72%
Mcom(Management Accounting & Financial Strategies)	St. Teresa's College (Autonomous), Ernakulam	IGNOU University	2019-2021	76%
Bcom(Computer Application)	St. Albert's College (Autonomous),Ernakulam	Mahatma Gandhi University	2016-2019	82%
PLUS TWO (Commerce)	St. Teresa's C.G.H.S.S,Ernakulam	HSE	2014-2016	82%
SSLC	St. Mary's H.S.S, Vallarpadam	Kerala State Board	2014	92%

## **TECHNICAL AND OTHER SKILLS**

- Diploma in Financial Accounting(Tally ERP)
- Diploma in GST (Goods & Service Tax)
- Microsoft Office: Excel, Word, PowerPoint and More

## **PROJECT**

**TOPIC :** A study on the impact of online food delivery system on small restaurants.(Duration- 6 months)

## **INDUSTRIAL EXPOSURE**

- Kanan Devan Hills Plantations Company (P) Limited , Moolakadai, Munnar

## **ATTITUDE**

- Sincere effort and honesty
- Hardworking and Smartworking
- Self-motivated and Manage time well
- Positive approach/Attitude and confidence
- Flexible in nature
- Ability to work in a team

## **PERSONAL INFORMATIONS**

Name : Jiny Antony  
Date of Birth : 04-11-1998  
Gender : Female  
Father's Name : Antony A.V  
Religion : Christian, Latin Catholic  
Nationality : Indian  
Languages Known : English, Malayalam, Hindi and Sanskrit  
Hobbies : Drawing, Writing, Reading, Gardening  
Address : Anjattuparambil (H)  
Panambukad  
Vallarpadam P.O

## **DECLARATION**

I hereby declare that the details and information given above are complete and true to the best of my knowledge and belief.

Place : Vallarpadam  
Date :

JINY ANTONY