

CHRISTIN VINCENT

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ADMINISTRATOR & ACCOUNTANT

CAREER OBJECTIVE

As an experienced accountant as well as administrator my objective is to secure a responsible position in your reputable organization where I can share, expand my learnings, knowledge and skills which will be a significant contribution to the success of company.

PROFESSIONAL PROFILE

- Arranging and scheduling the needs of employee from recruiting stage to working stage.
- Review personal records and oversee rate of pay, salary changes, compensation, bonus, arrears, vacation payouts and other benefits for employees.
- Assist in audit activities, tax calculations and filing documents.
- Effective response to payroll queries from employees.
- Researches as well as remains on current 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.

PROFESSIONAL EXPERIENCE

August 2021- Present

- Pursuing as Admin and Accounts at **INSULMECH MARINE & MECHANICAL ENGINEERING COCHIN SHIPYARD LTD**



December 2018- JULY 2021



- Worked as Cash in Charge and Branch Assistant at **GEO VPL Finance**

August 2017- November 2018



- Worked as Spare Assistant at **SAI SERVICE SPARE AND ACESSORIES PVT LTD**

EDUCATIONAL QUALIFICATIONS

➤ **BACHELOR OF COMMERCE BCom**

GLOBAL EDUCATIONAL CONSULTANTS, RABINDRANATH TAGORE UNIVERSITY
2023 PURSUING

➤ **BACHELOR OF COMMERCE BCom**

VIAS COLLEGE VYPIN, MAHATMA GANDHI UNIVERSITY
2017-2021

➤ **PROFESSIONAL DIPLOMA, INDIAN ENGINEERING TECHNICAL SOCIETY**

SPM INSISTUTE OF ELECTRONICS, KERALA BOARD
2017-2018

➤ **ITI AUTOMOBILE ENGINEERING**

SPM INSISTUTE OF ELECTRONICS, KERALA BOARD
2015—2017

➤ **PLUS TWO**

MARELLO CAMPUS PERUMPILLY, KERALA STATE BOARD
2013-2015

➤ **SSLC**

BVHS NAYARAMBALAM, KERALA STATE BOARD
2013

SKILLS

- Problem Solving Skills
- Being able to think rationally and thoughtfully
- Dynamic and adaptable to every situation
- Communication Skills
- Organization Skills
- Creativity
- Emotional Intelligence
- Computer Proficiency (MS OFFICE SUITE, TALLY ERP9)

PERSONAL DETAILS

DATE OF BIRTH	11-11-1997
FATHER	VINCENT A X
LANGUAGES KNOWN	ENGLISH , MALAYALAM, TAMIL
INTERESTS & HOBBIES	PHOTOGRAPHY, VOLUNTEERING,TRAVELLING,SURFING INTERNET, LISTENING TO MUSIC
GENDER	MALE
ADDRESS	ARAYAKULATH (H) ,NAYARAMBALAM P O ERNAKULAM PIN :682509

DECLARATION

I hereby declare that the above mentioned details are true and correct to the best of my knowledge and belief

CHRISTIN VINCENT