

RESUME

JESINTHA VARGHESE

ODANATTU HOUSE, H.NO.19/1028(1773)
P.D.ROAD, PALLURUTHY
COCHIN-682006, ERNAKULAM.

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Career Objective

TO BE A PART OF AN ORGANISATION THAT GIVES SCOPE TO ENHANCE MY KNOWLEDGE, SKILL AND CONFIDENCE TO ACHIEVE MY GOAL WITH THE COMBINATION OF HONEST,SINCEREITY AND HARD WORK.

Work Experience

- 1995-1999 And 2002-2007: -(Accounts-Assistant)

M/s.Vithayathil Sales Corporation, Broadway, Ernakulam.

- 2007-2009: (Accountant)

M/s. Sri EllaiLaxmiMonobloclsn Pvt.Ltd, Ernakulam.

- 2009-2011: (Accountant)

Accountant to M/s. Laxmi Hospital, Panayapally, Cochin.
(2013-2014 worked as part time Accountant.)

- 2011- 2014: (Accountant)

M/s.VSK Marine Exports &Imports, (Sister concern of M/s. Saraswathi Metal works, Thoppumpady, Cochin)

- 2014-2016: (Accounts Officer – Internal Audit)

M/s. Triver Integrated Services Pvt.Ltd., Ernakulam.

- 2016 -2020 (Accountant – Internal Audit)

M/s. Royal Group of Companies, MG Road, Ernakulam. Since 2016 July to November 2020.

:2:

At Present: I am working as Senior Accountant since 2021 – September 20th onwards in M/s. Gautham Hospital, Panyapally, Kochi

Working knowledge

- Maintaining of accounts in computerised environment (Tally ERP Software & company software)
- Looking after Cash Sale receipts, Petty Cash Payments & Creditors Payments.
- Bank related works (Bank reconciliation), Reporting day to day finance.
- Booking of Journal Vouchers, Bank Payment Vouchers, Cash Payment Vouchers, Contra Vouchers & Cheque Receipt Vouchers
- Follow – up of Debtors payments.
- Salary & Wages Preparation & Disbursements
- Doing reconciliation of Debtors and Creditors accounts
- Doing finalisation of accounts up to Balance Sheet
- Doing PF and ESI, Service Tax, TDS, TCS, WCT, Vat return etc.
- Keeping Employees data
- Internal-Audit
- GST return(GSTR1&GSTR3B,AnnualReturn,KFC return, AGR)
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Academic Qualification

- M.A.(ECONOMICS)

Technical Proficiency

Packages : Tally.ERP 9, Ms-word, Excel, Typewriting English Lower

Personal Details

Husband's Name : Late: Mr. O A Varghese
Age : 55 Years
Sex : Female
Marital Status : Married/Widow
Religion : Christian/Roman Catholic

:3:

Languages Known : Malayalam and English

Declaration

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

Place: Ernakulam

Date: 26/12/2023

JESINTHA VARGHESE