



AJITH A S

Nationality - Indian

ABOUT

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✉ ajithanilkumar88@gmail.com
📍 Alappuzha, Kerala, India

PASSPORT INFO

Passport No : W0076371
Date of Issue : 20/04/2022
Date of Expiry : 19/04/2032

KEY SKILLS

- Good knowledge of Generally Accepted Accounting Principle
- Accountable
- Cash Register Transactions
- Knowledge of regulatory standards
- Software proficiency
- General business knowledge
- Inventory Management
- Cash Handling
- Accounts Payable
- Accounts Receivable

SOFTWARE

- Ms Word
Ms Word, Tally Erp, Sap

PROFILE SUMMARY

A highly talented Junior Accountant professional with demonstrated experience in reconciliations, AP/AR, reporting, P&L analysis and the management of general accounting function. Superior analytical skills with an expertise in transaction/workflow details in support of process and profit improvement. Collaborate effectively with business managers to resolve variances, refine forecasts, and identify opportunities for improvement.

WORK EXPERIENCE

Jr Accountant

LRDE (DRDO), Bangalore

1 Year Experience

Duties and Responsibilities :

- Reviewed financial documents to verify accounting data and mathematical accuracy.
- Prepared journal entries and entered into system using.
- Reconciled month-end totals for timely and accurate reporting of financial information.
- Provided journal entries and performed accounting on accrual basis.
- Maintained up-to-date knowledge of tax codes, legislation and tax programs
- Maintain the ledger and balance sheet across accounts receivables , accounts payable , cash accounts and fixed assets.

Cashier

Yamuna Tourist Home

(8 months Experience)

Duties and Responsibilities :

- Tallied cash drawer at beginning and end of each work shift.
- Operated cash register for cash , check and credit card transactions with excellent accuracy levels.
- Reconciled cash drawer at start and end of each shift, accounting for errors and resolving discrepancies.

PERSONAL INFO

Nationality : Indian
Gender : Male
Date of Birth : 11/08/1998
Marital Status : Single
Permanent Address : Ajith Bhavanam
Naduvilemuri
Bharanikkavu ,
Pallickal P.O 690503
Kerala, India

LANGUAGES KNOWN

- **English**
Full Working Proficiency
- **Malayalam**
Native or Bilingual
Proficiency
- **Tamil**
Full Working Proficiency

HOBBIES & INTERESTS

- Music
- Sports
- Movies
- Fitness

EDUCATIONAL QUALIFICATION

- ☐ **Bachelor of commerce in Finance**
University of kerala
kerala, India
2020
- ☐ **Diploma in Computerlized Financial Accounting**
2021
- ☐ **Certificate in tally and GST**
Bharathiar University
Tamil Nadu, India
2019
- ☐ **Higher Secondary**
Board of Higher Secondary Examination
Kerala, India
2016
- ☐ **Secondary**
Central Board of Secondary Examination
Kerala, India
2014

STRENGTH & QUALITIES

- Very enthusiastic and highly motivated with a positive attitude.
- Strong Numerical and Analytical Skills.
- Proven strength in co-ordination team work to achieve.
- A patient, hardworking and optimistic person with excellent communication and interpersonal skills.
- Very punctual and sincere.
- Adaptability.
- Accountability.
- Quickly adaptable to job challenges.

DECLARATION

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

AJITH A S