



JITHESH M S

ACCOUNTANT

CONTACT

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Bur Dubai, Dubai

LANGUAGE SKILLS

- English
- Hindi
- Tamil
- Malayalam

PASSPORT DETAILS

- Passport No : R9593446
- Issue Date : 15-02-2018
- Expiry Date : 14-02-2028
- Place of Issue : Cochin

PERSONAL STRENGTH

- Software proficiency
- Active learning
- Critical thinking
- Ability to handle situation.
- Good communication skill.
- Hard working.
- Time Management
- Adaptability

PERSONAL DETAILS

- Date of Birth : 06-02-1997
- Gender : Male
- Marital Status : Single
- Nationality : Indian



CARRIER OBJECTIVE

To work in healthy, innovative & challenging environment extracting the out of me, which is conducive to learn and grow as an Accountant at Progressive and Skillful level. And thereby directing my future endeavors as an asset to the organization.

EDUCATION QUALIFICATION

- ✓ **B.Com - (April 2018)**
University of Calicut
- ✓ **PLUS TWO - (March 2015)**
Board of Examination, Kerala, India
- ✓ **S.S.L.C. (March 2013)**

TECHNICAL SKILLS

- Tally
- Microsoft Excel
- Diploma in Indian and Foreign Accounting
- Peachtree
- Quick Book
- Acro-Bis
- MS Office
- Polosys ERP

WORK EXPERIENCE

- Job : Accountant & Inventory Incharge**
- Company : IFA Hyper Mart (Thrissur – Kerala)**
: Cheeran traders, (Kunnamkulam)
- Duration : (04-Nov-2019 to 02-Dec-2022).**

ROLES AND RESPONSIBILITIES

- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Proficiency in Accounting Software.Knowledge of General Business Practices
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns.
- Continual Learning.
- Manage balance sheets and profit/loss statements.
- Monitoring inventory levels.
- Keeping accurate inventory records.
- Database management.
- Assist with periodic physical inventory audits.
- Provide inventory reports to concerned authorities.
- Develop and apply strategies to ensure optimal stock levels.

DECLARATION

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

Jithesh.MS