



Jithu Ajith

Date of birth: 15/05/1994 | **Nationality:** Indian | **Gender:** Male | **Phone number:** (+91) 8606138258 (Mobile) | **Email address:** jithuajith867@gmail.com | **LinkedIn:** <https://www.linkedin.com/in/jithu-ajith-328a80131> |

Address: Pathinanchil house, Anaprampal North P O Thalavady, 689572, Alappuzha, India (Home)

ABOUT ME

Knowledgeable and customer-oriented multitasked with excellent organizational skills and ability to adapt to changing tasks and responsibilities within a fast-paced and ever-evolving work environment. Collaborative and supportive team player with strong communication skills. Recording day to day financial transactions, Preparing monthly receipt and payment, payroll sheets for all employees, payment vouchers, advance etc. Closing day cash in and out flows and maintaining all related bank accounts.

EDUCATION AND TRAINING

05/07/2013 – 31/03/2016 Kottayam, India

GRADUATION M G University kottayam

Grade: 70.6%(B)

7.61 CCPA under CBCSS Scheme

Activities & Societies: National Cadets Corps('C' and 'B' Certificates) Sports Secretary, Students Union

President, Sports team

Captain, cricketer, Best Out Going Student Of The Year 2015-16

Website www.mgu.ac.in | **Field of study** FINANCE AND TAXATION | **Final grade** 70.6% B GRADE 7.61 CCPA

05/07/2009 – 31/03/2011 ALAPPUZHA, India

INTERMEDIATE HSE DEPARTMENT KERALA

Field of study COMMERCE | **Final grade** 85%

WORK EXPERIENCE

19/02/2017 – 31/05/2018 delhi, India

AUDIT AND ACCOUNTS EXECUTIVE MUTHOOT FINANCE

ASSISTED IN PLANNING AND EXECUTION OF AUDIT IN VARIOUS BRANCHES PREPARING AUDIT REPORTS AS PER THE FINDINGS AND RECOMMENDATIONS VERIFYING VOUCHERS AND PLEDGE FORMS

01/08/2018 – 10/03/2020 ALAPPUZHA, India

ACCOUNTANT CUM CASHIER JEEVA FURNITURE

Provided daily accounting and bookkeeping services including data entry, reconciliations, and account analysis Assisting with payroll and benefits administration; Preparing and filing taxes; Assisting with financial planning and analysis Complete end of month close procedures.

Assist senior accountants in the preparation of monthly/yearly closings;

Performed daily bookkeeping tasks such as accounts receivable, accounts payable, bank reconciliations, and general ledger entries Perform, and check for customer purchases

15/03/2020 – 30/04/2021 sharja, United Arab Emirates

OFFICE ASSISTANT ALICO ALUMINIUM

Maintained an average 2 minute response time on all calls, texts, and emails

Ensured all workflow processes were automated and efficient and managed a semi-automated payroll process
Prepare and modify documents including correspondence, reports, drafts, memos and emails ·
Managing calendars and scheduling meetings
Reviewing files, recording, and other documents to obtain information to respond to requests

15/05/2021 – CURRENT ALAPPUZHA, India
ACCOUNTANT CUM CASHIER JEEVA FURNITURE

Provided daily accounting and bookkeeping services including data entry, reconciliations, and account analysis
Assisting with payroll and benefits administration;
Preparing and filing taxes;
Assisting with financial planning and analysis
Complete end of month close procedures
Assist senior accountants in the preparation of monthly/yearly closings;
Performed daily bookkeeping tasks such as accounts receivable, accounts payable, bank reconciliations, and general ledger entries.
Perform, and check for customer purchases
Cash handling

● **LANGUAGE SKILLS**

Mother tongue(s): **MALAYALAM**
Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
HINDI	C2	C2	C2	C2	C2
ENGLISH	B2	C1	B2	B2	C1
TAMIL	B1	A1	B1	B1	

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Excellent command of Microsoft Office (Word, Excel, Outlook) | Professionalism & customer service attitude | - listening to others when they communicate, asking questions to better understand | Data Entry/ Data Manipulation | Accounting skills | Basic Calculus | Taxman financial service