



Jomon Chacko

Accounting Services Associate

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Naduvil veedu, Chalikkavattom
Vennala P.O Ernakulam,
Kerala, India

Dedicated Accounting associate for 3 +year experience Maintaining financial records and working in a part of Record to Report team , adept at quickly learning new accounting procedures and method with advanced knowledge in the area of General Ledger with identification of transactions , preparation of journals , posting of journals, preparation of monthly reports and performing critical month end activities.

WORK EXPERIENCE

Accounting Services Associate Conduent Business Services India

01/2021 - Present,

Kochi, India

- Preparing and Posting journal entries (Prepaid, Accrual, Deferred, Reclassification).
- Preparation of reconciliations and reports (AR and AP v/s Sub ledger)
- Performing FX revaluation for Vendor, Customer and Bank during Month End Close.
- GL Clearing and Sub ledger Clearing.
- Auto clearing for GRIR (Goods Received, Invoice Received)
- Performing cost allocation as per the requests from client.
- Performing Amex cost allocation for employees.
- Performing of French MEC activity to prepare monthly reports and forecasting the future rent.
- Meeting the client requirements as per the agreed SLA and interact with client.
- Able to handle the process independently and with minimal supervision.

Account Executive Popular Hyundai PVT LTD

10/2019 - 01/2022,

Ernakulam

- Inter Branch Reconciliation.
- Purchase Accounting.
- Debtors Preparation.
- Cashier.
- knowledge in PG Finance
- Maintain Asset Register and Inventory Accounting
- Recording customer payments and Reconcile the customers ledgers to ensure that all payments are accounted for and properly posted.

SKILLS

Proficient in SAP

Microsoft PowerPoint and excel

Microsoft Outlook

Fast learner

Ability to work in a team

Leadership skills

Communication skills

Adaptability

Ability to Multitask

LANGUAGES

English

Hindi

Malayalam

INTERESTS

Driving

Music

EDUCATION

Computerized Accounting

Tax study center kaloor 2016, Tally with GST

Bachelor of commerce(B.com)

MG university 2015, B.com with co-op.

Secondary Education (12th)

HSS Panangad 2011, Commerce.

Matriculation (10th)

S.T Augustine High School

2009

DECLARATION

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

JOMON CHACKO