




CONTACT ME AT

 [+91 9633385978](tel:+919633385978)

 [+91 9633385978](tel:+919633385978)

 jubithappu@gmail.com

 Kasaragod, Kerala, India

PERSONAL INFO

Nationality	:	Indian
Gender	:	Male
Marital status	:	Married
Date of Birth	:	22/04/1991
Passport	:	V2213923

KEY SKILLS

- Financial Analysis
- Accounting Techniques
- Customer Relations
- Cost Management
- Budget Forecasting Expertise
- Tax Law Understanding

SOFT SKILLS

- Time management
- Communication
- Adaptability
- Problem-solving
- Teamwork
- Creativity
- Leadership
- Interpersonal skills

JUBITH THAIVALAPPIL

SUMMARY

Knowledgeable Accountant proficient in laws and procedures governing business operations, tax filings and regulatory compliance. Handles detail-oriented work in methodical and organized fashion. Leverages field expertise, resourcefulness and diligence to make positive impact on business operations.

EMPLOYMENT HISTORY



Accountant

T.Choithram and Sons L.L.C

Dubai, UAE

05-2014 - 12-2020

Accountant Assistant

Apple Tree Chits India PVT LTD

Kasaragod, India

04-2013 - 09-2013

Accountant Trainee

Accounting Service Society

Irinjalakuda, India

02-2012 - 01-2013

Duties and Responsibilities

- Handled day-to-day accounting processes to drive financial accuracy.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, and cash, and banking reconciliations.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Gathered financial information, prepared documents, and closed books.
- Maintained up-to-date knowledge on professional accounting standards to manage financial recordkeeping.
- Maintained integrity of general ledger and chart of accounts.
- Trained new employees on accounting principles and company procedures.

SOFTWARE PROFICIENCY

MS Office

Word | Excel | PowerPoint

ERP Software

Tally 9

SAP

LANGUAGES KNOWN

English	●	●	●	●	●
Malayalam	●	●	●	●	●
Hindi	●	●	●	○	○

HOBBIES & INTERESTS

- Music
- Travel
- Sports

EDUCATION

- **Bachelor of Business Management
(Financial Accounting and HR)**
Mangalore University
Karnataka
2013
- **Higher Secondary**
Kerala Higher Secondary Board
Kerala, India
2008
- **Secondary**
Kerala Secondary Education Examination Board
Kerala, India
2006

STRENGTHS & QUALITIES

- Commercial Awareness
- Team working Skills
- Caring about other people.
- Collaborating and working well together with others.
- Comforting people when they need it.
- Conflict management and resolution skills.
- Encouraging and inspiring people to do their best.
- Flexibility in thinking and operating style.
- Coordination

DECLARATION

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

JUBITH THAIVALAPPIL