

# Mr.Jeffin Cherian

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## SUMMARY

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Experienced Accounting and Tax associate with three years of work experience in the accounting industry. Skilled in Financial reporting, Microsoft tools, Finance, GST reconciliation, and filing. Holds a Master of Commerce(M.Com)degree.

## EXPERIENCE

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### ACCOUNTANT

ST.MARY'S HOMES | Kottayam, Kerala

- Managing accounting activities to ensure compliance with accounting principles, policies and audit.
- Preparing and filing of GST returns in time.
- Prepare accurate,timely financial reports such as income statement,balance sheet and cash flow statements.
- Managing accounts receivable and accounts payable.

### ACCOUNTS ASSISTANT

HOTEL FORT QUEEN | Ernakulam, Kerala

Apr 2021-Sep 2022

- Cleared invoices by verifying information and prepared cheque for payment with 100% accuracy.
- Assisted CA with preparing accurate tax documents by providing information to ensure seamless audit.
- Collected emails daily and identified account payable documents for processing payments within stipulated timelines.
- Reconciled employee attendance and sanctioned payroll for 50+ employees by following HR regulations.
- Monitored daily production and updated computerized records to validate production accuracy.
- Maintained 100% customer satisfaction by ensuring high standards of product quality and customer service.
- Reconciled Purchase Orders (POs) to produce accurate inventory reports.

### ACCOUNTS ASSISTANT

TRUE PARTNERS | Kottayam, Kerala

Nov 2020-Feb 2021

- Preparation and filing of tax returns in line with deadlines.

### ACCOUNTS ASSISTANT

MATHEW JACOB FCA, CA | Kottayam, Kerala

Aug 2019-Oct 2020

- Received, classified and input financial data into the system.
- Auditing and preparation of financial statements of various entities.
- Registration, computation and filing of GST returns and flood cess returns.
- Preparation of accounts of various entities in tally ERP software.
- Participated in statutory audit and statements preparation of cooperative societies.

## EDUCATION

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### M.com

Indira Gandhi National Open University (IGNOU)|

Jun 2019-Dec 2021

### B.com

Mahatma Gandhi University| St.Mary's College, Manarcad

Jul 2015-Mar 2018

## PROJECT

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"Consumers perception regarding E-banking services provided by SBI Manarcad branch"-2018

## SKILLS

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- General ledger reconciliation
- Financial data analysis
- Income tax return and GST filing
- Microsoft Excel
- Microsoft Word

## PERSONAL DETAILS

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Date of birth               :- 28/09/1996  
Languages known       :- English, Malayalam, Hindi  
Current location         :- Kottayam, Kerala, India  
Pin code                  :- 686501  
Willing to locate        :- Bangalore, Chennai, Mumbai, Pune

## CERTIFICATIONS

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- Tally GST – G Tech (2018)
- Accounting fundamentals – Corporate finance institute (2020)
- Excel crash course-Spreadsheet formulas for finance (2020)
- Financial statement using Microsoft excel – Coursera (2023)
- Analysing company performance using ratios – Coursera (2023)
- Supply chain management and capacity planning – Alison (2023)