

SHINU VARGHESE

Accounts Clerk & Accounts Executive

CONTACT

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EDUCATION

- MASTER OF COMMERCE - FINANCE & TAXATION (AUGUST 2022)**
St Mary's College. Manarcaud, Kerala india
- BACHELOR OF COMMERCE- MARKETING (MARCH 2019)**
CMS College, Kottayam, Kerala, India

DIGITAL SKILLS

- Tally
- Ms Office
- Quick Book
- Zoho Book
- Busy software
- Sage 50

PERSONAL DETAILS

- Date Of Birth : 06/05/1998
- Nationality : Indian

PASSPORT DETAILS

- Passport No : T 0398101
- Date of Issue : 04/12/2018
- Date of Expiry : 03/12/2028
- Place of Issue : Cochin

LANGUAGES

- English
- Malayalam
- Hindi
- Tamil

VISA DETAILS

- Visa status :Visiting visa

PROFESSIONAL SUMMARY

Dedicated accounting professional with a strong background in financial management, reporting, and compliance. Proficient in bookkeeping, budget planning, accounts reconciliation, and tax preparation. Skilled at optimizing financial operations, maintaining accuracy, and ensuring adherence to regulatory standards. Recognized for analytical problem-solving, attention to detail, and the ability to meet deadlines effectively.

WORK EXPERIENCE

- ACCOUNTS CLERK (SEPTEMBER 2023- MARCH 2025)**
PRIYADARSINI CO-OPERATIVE SPINNING MILLS, MEENADOM.
- Managing daily accounting tasks, including bookkeeping, journal entries, and ledger maintenance.
 - Preparing financial statements, balance sheets, and profit-and-loss reports to provide insights into financial performance.
 - Monitoring accounts payable and receivable, ensuring timely payments and collections.
 - Handling payroll processing and ensuring accurate salary disbursement to employees.
 - Conducting bank reconciliations and tracking cash flow to maintain financial accuracy.

- ACCOUNTS EXECUTIVE (JUNE 2022 – SEPTEMBER 2023)**
KOSAMATTAM FINANCE, KOTTAYAM.
- Maintained accurate records of financial transactions, including account reconciliations and ledger updates.
 - Processed daily financial operations such as loan disbursements, collections, and interest calculations.
 - Handled accounts payable and receivable, ensuring timely processing and resolving discrepancies.
 - Prepared periodic financial reports, including profit and loss statements and balance sheets.
 - Assisted in Tax computation and Return filing.

- TRAINEE (JULY 2021 – DECEMBER 2021)**
PUTHUPPALLY SERVICE CO-OPERATIVE BANK, PUTHUPPALLY.
- Assisted in daily banking operations, including account management and transaction processing.
 - Supported the preparation and maintenance of financial records and reports.
 - Gained experience in customer service by addressing client inquiries and resolving issues.
 - Learned about loan processing, documentation, and regulatory compliance.

SKILLS

- Budgeting and Forecasting
 - Financial Reporting
 - Payroll Processing
 - Cost Control
 - Invoice processing
 - Regulatory Compliance
 - Cash Flow Management
- Financial Management
 - GAAP Compliance and Application
 - Bookkeeping
 - Tax Compliance
 - Auditing and Internal Controls
 - Accounts Reconciliation

CERTIFICATION COURSES

- Certified course in Computerised Accouting in Tally Duration :2 months
- Certified course in Diploma in Indian and Foreign Accounting Duration : 6 months