



SHITHIN A S

ACCOUNTANT

To attain excellence in the professional world by gaining experience and exposure and help the company to grow in whatever way I can, through hardwork and determination

WORK EXPERIENCES

ACCOUNTANT

**Orange Travel and Tours
Wayanad, Kerala**

02/2021-10/2021
05/2022- 11/2023

- Accurately enter financial transactions into the accounting software and Excel
- Verify the accuracy of data and resolve discrepancies.
- Prepare and send invoices to customers.
- Track and follow up on outstanding invoices.
- Record and categorize expenses.
- Manage all accounting transactions.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns.
- Manage balance sheets and profit/loss statements.
- Accounting with Traventry
- Daily Reconciliation
- Analysing daily financial statement

ACCOUNTANT & CASHIER

**Air India PVT. Ltd.
Calicut, Kerala**

10/2021 - 04/2022

- Daily reconciliation of bank accounts with bank statement
- Verification and to ensure proper deduction of statutory dues such as Tax Deducted at Source.
- Goods and Service Tax (GST) on TDS
- Assisting for refund authority
- Application process and ACM payment to agent through BSP link in IATA Portal
- Cash collection
- Attending to Radix Reservation Software.

PERSONAL PROJECT

- Study of Financial Statement of a Co-operative Bank (2018)

CERTIFICATION

- Foundation in Travel and Tourism with Galileo (2019)

DECLARATION

I hereby declare that the above facts and information stated are true, correct and complete to the best of my belief and knowledge.

PERSONAL DETAILS

Contact No : +971 050 588 5172
+919048803560
Email - ID : shithinsas@gmail.com
Date of Birth : 21-09-1996
Nationality : Indian
Gender : Male
Marital Status : Single
Address : Arppathanath House
Anjukunnu Post
Wayanad, Kerala
Passport No : V2122004

ACADEMIC CREDENTIALS

2019 Foundation in Travel and Tours
with UFTAA
Speedwings Aviation Academy,
Calicut, Kerala.

2018 Bachelor of Commerce
Newman's College, Mananthavady,
University of Kannur, Kerala.

SKILLS

- MS Office
- Galileo
- Traventry
- SAP
- Tally ERP

LANGUAGES KNOWN

- English
- Malayalam
- Tamil
- Hindi