



JAISON V

About Me

An articulate, meticulous, and tech-savvy individual with experience in finance, accounts, regulatory compliances. Seeking to pursue a career with an esteemed organization, which calls for extremely high levels of leadership qualities and strategic abilities, with the goal of steering finance and accounts operations to enhance the company's profitability and productivity

Professional Experience

SHIBIN & CO. Chartered Accountants | Accountant

12/2021 - 08/2023

Key responsibilities

- Verifying, allocating, posting, and reconciling Bank, general ledgers and party ledgers.
- Preparation of the Debtors receivable bill wise break up report at the end of the month.
- Conducting the meeting with the sales department and purchase department on regular basis for the collections & outstanding.
- Producing error-free accounting reports and presenting their results.
- Analyzing financial information and summarizing financial status
- Review and recommend modifications to accounting systems and procedures.
- Prepare financial statements such as profit/loss account, balance sheet, etc. according to schedule.
- Support month-end and year-end close process
- Calculating taxes, preparing tax returns, and remitting the tax amount.
- Manage all accounting operations based on accounting principles.
- Keep up with financial policies, regulations, and legislation.
- Maintain transparency, control and accountability regarding petty cash.
- Preparation of monthly payroll and payments to bank for salary transfer.
- Effectively Manage Post Dated Cheques
- Handling purchase requisition, quote and issuance of Purchase Order.
- Maintain stocks record in system & trace stocks when discrepancies are reported
- Meticulously document inventory levels and track stock movements.

AMAZE ADS | Account Assistant

10/2020 - 12/2021

Key responsibilities

- Visited regulatory authorities and government agencies to ensure compliance with financial and tax regulations.
- Proficiently prepared comprehensive balance sheets and profit and loss accounts, providing accurate financial insights.
- Maintained meticulous books of account using Tally ERP software, ensuring precise and up-to-date financial records.
- Successfully filed Tax, TDS, Professional Tax, and PF returns, meeting all regulatory deadlines and requirements.
- Expertly managed invoices, optimizing the financial transaction process and enhancing vendor-client relationships.
- Diligently handled day-to-day accounting activities, including transaction recording, bank reconciliation, and financial reporting.
- Efficiently managed inventory levels and generated relevant stock reports, aiding in strategic decision-making and inventory control.

My Contact

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Personal Attributes

- Intellectual Curiosity
- Impeccable Analytical skills
- Unwavering Professionalism
- Conscientiousness

Skills

- Accounting
- Accounts Payable
- Accounts Receivable
- Financial Reporting
- Payroll
- Inventory Management

Technical Skills

Tools & Technologies:

- MicrosoftOffice(Excel,Word)
- Tally prime
- Tally
- Acrobiz
- vyapar

Education Background

- Milad-E-Sherif Memorial College,
University of Kerala
Bachelor of Commerce
Completed in 2020
- Kerala State Board
Higher Secondary Certificate
Completed in 2017
- Kerala State Board
Senior Secondary Certificate
Completed in 2015