

JITHIN M



CONTACT

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DOB: 27-06-1998

VISA STATUS: VISIT VISA

VISA EXPIRY: 22-05-2023

PASSPORT NO: S8710137

LANGUAGES

- English
- Malayalam
- Hindi

COMPUTER SKILLS

- TALLY ERP9
- MICROSOFT OFFICE

REFERENCES

Available upon request

RESUME

CARRIER OBJECTIVE

I would like to associate myself with a progressive and professional Organization, where my education and experience can contribute to the enrichment of myself and growth of the organization.

EXPERIENCE

ACCOUNTANT

TOPO TECHNOLOGY INDIA PVT LTD. **FEB 2022 TO MAR 2023**

BRANCH ACCOUNTANT A M HONDA

DEC 2020 TO JAN 2022

- Manage all accounting transactions.
- Accounting activities up to finalization of accounts.
- Preparation of Credit note, Debit note, Post Dated Cheque etc.
- Preparation of bank reconciliation statements.
- Publish financial statements in time.
- Petty cash management.
- Preparation of Purchase and Sales registers, Monitoring Payable and Receivables.
- Handle monthly, quarterly and annual closings.
- Mailing and Drafting letters.

JUNIOR ASSISTANT

MANAPPURAM FINANCE LIMITED **MAR 2019 TO DEC 2020**

- Preparation of monthly reports.
- Branch related activities.
- Providing gold loan to customers.
- Recording of cash payments and receipts in cash book.
- Record day to day cash transactions.

ACADAMIC QUALIFICATIONS

MASTER OF COMMERCE IN FINANCE (2020-2022)
BHARATHIAR UNIVERSITY, COIMBATORE

BACHELOR OF COMMERCE IN FINANCE (2015 – 2018)
UNIVERSITY OF CALICUT

HIGHER SECONDARY EDUCATION (2013- 2015)
BOARD OF HIGHER SECONDARY EXAMINATION GOVT. OF KERALA