

CONTACT



JEEVA MATHEW VARGHESE

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Punchayil h pandankary p o Edathua

OBJECTIVE

Dedicated and experienced accounting professional with proven success managing finances for mid-size commercial organizations. Seeking an opportunity to use my accounting experience to serve the company

EXPERIENCE

20/01/2020 -  
20/05/2024

**Agrichemic Karumady Ambalapuzha**  
SENIOR EXECUTIVE in pesticides and fertilizer distributor  
\* Store keeping  
\* Mainting stock inventory  
\* Sales  
\* Marketing  
\* Accounting

EDUCATION

2019

**IT park Thiruvalla**  
Diploma in professional Accounting with GST, Tally, Peachtree, Quick book,Excel,Word,Powerpoint  
A Grade

2013-2015

**Lourde Matha school pacha**  
Higher secondary  
60%

2013

**ST Thomas EMHSS Neerettupuram**  
SSLC 10th Class  
70%

MAIN RESPONSIBILITIES

Verifying and entering invoices into computer system  
Preparing monthly invoices and billing statements  
Providing customers with information about their accounts  
Coordinating with vendors and suppliers to return unsatisfactory or excess merchandise

	Tracking and maintaining accurate inventory levels using inventory management systems
	Training and supervising junior staff or volunteers in inventory handling and storage procedures
	Monitoring performance metrics from across the sales team, analysing the data to identify areas of strength and weakness”
	Proper goods distribution/Supply chain maintain and follow up
	Maintaining the cleanliness and organization of storage and supply areas for new inventory
	Run monthly inventory and prepare the non-moving and slow-moving items list
<b>ACHIEVEMENTS &amp; AWARDS</b>	
	Prompted company and increase sales by coordinating and attending trade shows
<b>SKILLS</b>	
	Tally prime - intermediate
	Billing, Accounts Managing
	MS Excel
	MS Word
<b>INTERESTS</b>	
	Football, social activities
<b>ACTIVITIES</b>	
	* Farming activities * Watching documentaries and sports over the weekends
<b>LANGUAGES</b>	
	English Malayalam Tamil
	English and malayalam read, write and speak fluently
<b>PERSONAL DETAILS</b>	
	Date of Birth : 17/03/1998
	Marital Status : Single
	Nationality : Indian
	Religion : Christian
	Passport : Y1102849
	Gender : Male
	Place : Kerala
	Father Name : Varghese Mathew
<b>DECLARATION</b>	

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

Thanking you  
Your's faithfully