

Jithesh KV



CAREER OBJECTIVE

Certified Public Accountant with 10+ years of experience of ledger processes, reconciliations, and streamlining reports. Possess an MBA. Seeking to leverage my professional expertise and experience into a managerial role as a corporate banker.



EXPERIENCE

Senior Account Officer

KES Distributors, Trissur Jan 2018 – Sept 2021

- DaytodayactivitieslikeBankandcashtransactions,Invoices,Receipts,Paymentsetc.
- Compile and analyze monthly financial receivable report.
- Bank Reconciliation & Ledger Reconciliation
- Handling Sales cash and petty cash and its daily reconciliation.
- Examine Journal vouchers, general ledger reconciliation and numerous analyses including Profit & Loss variance, intercompany accounts and aging
- Handling Travel expense, Payroll, Hotel and Transport, secured and finalized all financial arrangements.
- Preparing vouchers, cheques, accounts statements, and reports for accounts receivable and payable.
- Journal entries, month-end close and collection vouchers.
- Facilitate communication with the internal and external audit.
- Ensure compliance with accounting deadlines.
- Maintain ledger for sales and purchase making vouchers and entries in computer.
- Perform accounts payable functions for company expenses.

Accountant-Trizone Marketing, Kochi - March 2016 to Octo 2017

Accountant- Okey Trade Links, Ezhilode- Feb2014 to May2015

Junior Accountant- Reinhold Wuerth India Pvt Ltd., Kochi- Feb 2013 to Jan 2014

Accountant Trainee- ITW India Ltd., Chennai- Aug 2011 to Feb 2012

Internship- Keltron Component Complex Ltd., Kannur -Aug 2007 to Aug 2008

Visa Status: Tourist Visa

Nationality: Indian

Date of Birth: 05-June-1990

Languages known: English, Hindi, Malayalam & Tamil



CONTACT

Email: jithukvklm@gmail.com
Phone: +971-501507538

Address:

Address: Greece Cluster
Building No. K-08
International City
Al Warsan, Al Aweer
Dubai



SOFT SKILLS

- Excellent communication skills and ability to present complex information in an easy to understand format



HARD SKILLS

- Knowledge of Tally, and Microsoft Office
- Experienced with SAP ERP, MS Outlook and MS Office



EDUCATION

Masters of Business Administration (MBA)

Annamalai University
2014-2016

B.Com with Computer Application

Kannur University
2008-2011