



JITHIN BABU

ACCOUNTANT

Personal Information



Bur Dubai, UAE

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Email: jithinbabu97@outlook.com

Nationality: Indian

DOB: 16th July 1997

Marital Status: Unmarried

Personal Qualities

- ACCOUNTING
- TAXATION
- TALLY ERP9
- MS OFFICE
- MS WORD
- INTERNET&WEBBROWSING

PROFILE

Master of Commerce (M. Com), with 3 years' experience in Finance and Accounts. Experienced in Tally ERP accounting package and have good knowledge of MS Excel, MS Word, and PowerPoint etc. Good experience in Indian Goods and Services Tax (GST) registration and GST Return Filing.

EDUCATION

- M Com 2018 - 2021
(Indira Gandhi National Open University)
- B Com 2015 - 2018
(Mahatma Gandhi University, Kerala, India)
- Plus Two 2013 - 2015
(Board of Higher Secondary Education, Govt. of Kerala)
- S.S.L.C 2012 - 2013
(Board of Public Examination, Govt. of Kerala)

EMPLOYMENT HISTORY

GTC Ventures Private Limited, Cochin, Kerala, India.

Senior Accountant – Accounts Payable Jan 2021 – Oct 2021

GTC Ventures is a Private Company incorporated in Kerala, India, with an authorized capital is Rs. 2,500,000. The Company is dealing in wholesale of Shoe's and Chapel's in Ernakulum, Kerala. Annual Sales of the company is more than Rs 250 million and the company employs more than 50 staff.

Key Responsibilities and Duties

- Processing of supplier invoices and accounting of the same to Tally ERP Accounting packages.
- Payment to suppliers based on the due dates

Languages Known

- English
- Hindi
- Malayalam
- Tamil

Passport Details

Passport Number

U2402241

Date of Expiry

Valid until 12th July 2031

Visa Status

Visit Visa

- Preparation of Sales Invoices, accounting for the same
- Management of receivables and follow ups for collection
- Payroll processing, leave and end of service settlements
- Handling of petty cash and accounting of cash expenses
- Accounting of Bank transactions to Tally ERP

Abinand and Associates, Chartered Accountants, Cochin, Kerala, India.

Audit/ Accounts Assistant

Jan 2019–Dec 2020

Abinand and Associates is a reputed Chartered Accountants firm in Cochin, Kerala

The firm is undertaking various kinds of audit works and accounts finalization works

For its clients in addition to the income tax and Goods and Services Tax works.

The job included working as a team member for various internal and external audits

Of a number of companies based in Cochin, Kerala.

Key Responsibilities and Duties

- Preparation and Calculation of Goods and Services Tax (GST) Return
- Assisting clients in the preparation of Financial Statements
- Maintenance of Accounts of clients in Tally Accounting Package.
- Preparation and calculation of Income Tax Return