

**Address**

GREEN VIEW 1,AL BARSHA
29244,DUBAI

Contact

+971 545507729
jipsychacko60@gmail.com

Date of Birth

05.03.1993

PROFILE

Dependable accounting professional acknowledged for reliability, integrity and quick learning ability. Highly skilled in accounting operations with eye for identifying and correcting errors. Enthusiastically seeking role in which strong work ethic and resourceful nature will be highly valued.

SKILLS

Good communication - written and oral skills

Leadership

Effective interpersonal skills

Management

PERSONALITY

Communicative

Punctuality

Diligent

Organized

SOFTWARE SKILLS

Microsoft Excel



Microsoft Word



Microsoft Powerpoint



Odoo ERP



LANGUAGES

English



Hindi



Malayalam



JIPSY CHACKO

Marketing Manager

Linkedin

linkedin.com/in/jipsy-chacko-tomjips0705

WWW

craft-cv.com

EDUCATION

09.2011 - 08.2015

MOUNT ZION COLLEGE OF

ENGINEERING,KADAMMANITTA,KERALA,INDIA

Electronics And Communication engineering

EXPERIENCE

10.2016 - 03.2021

ESR MASTERS GROUP PVT.LTD,KOCHI

JUNIOR ACCOUNTANT

- Supervised a team of accounting juniors.
- Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
- Verified items billed against items received, and followed up with vendors and employees to reconcile variances.
- Prepared profit and loss statements
- Petty cash management
- Maintained expertise over accounting operations such as accounts payable and accounts receivables.
- Supported manager in accomplishing the financial activities successfully.
- Maintenance of accounting ledgers and vouchers
- Filing tax returns.
- Review bank reconciliations'
- Responding to the inquiries of internal management regarding the accounting results.

HOBBY



Technology



Tennis



Music