

# 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

# ACCOUNTANT 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**