

JIPIN PHILIP

*Manama
Kingdom of Bahrain*



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Career Objective

Accomplished Certified Public Accountant (CPA) has four years of experience in accounting and finance. I have experience in bookkeeping, tax calculations, and reporting for corporate clients and Organizations. Individual who is capable and has worked with a number of accounting software applications. A devotion to truth and ethics, as well as a strong work ethic. I'm excited to join a team and contribute to the financial emphasis of a company.

Academic Qualification

- **SSLC Unity Higher Secondary School Wandoor, Board of examination Kerala(2012)**
- **HSE in Commerce from Kerala Higher Secondary,Board of examination Kerala(2014)**
- **B.Com Co-operation from Calicut University, Sahya Arts and Science college velluamburam, Wandoor, Kerala(2017)**
- **PG diploma in logistics and supply chain management(2019)**
- **M.Com from Bharathiar University(2021)**

Work Experience

Hi-Tech Glass Shop as an Accountant from 01-04-2017 to 30-05-2018.

- Handled work related to monthly billing and sales reports.
- Carried out payroll processing tasks for 10 employees.
- Worked with team members in tasks such as updating general ledgers and journals.
- Worked in the Billing process.
- Payment enquiry with clients.
- Ensure accurate and timely monthly close activities

Accountant at Ashraf & Co. from 01-06-2018 to 13-05.2019 Calicut, Kerala, India.

- Handled work related to monthly billing and sales reports.
- Carried out payroll processing tasks for 15 employees.
- Worked with team members in tasks such as updating general ledgers and journals.
- Worked in the Billing process.
- supervise and develop accounting team of 5 members

Shriram Transport Finance Company as an Accountant from 20-06-2019 to 09-10-2021.

- Recording keeping and reports
- Accounts payable and accounts receivable
- Payroll
- Finance control
- Financing
- Customer service
- Data Management and Entry
- Projects and Claims Processing
- Market Trends and Behavior Analysis
- Market Research
- Finance and Accounting Responsibilities
- Review and verify accuracy of reported data

Key Skills

- Excellent analytical and problem-solving abilities.
- Ability to operate a computer system.
- Capable of handling a keyboard with ease.
- Thorough understanding of accounting systems.
- Excellent number sorting, checking, counting, and verification skills.
- Excellent organizing skills
- Excellent Excel skills
- Documentation and control
- Enhancement of performance
- Team leadership
- Strategic planning
- Training and development

Software That Operated

- UNO STFC
- UNO TREASURY
- MNOVA
- NEWGEN
- SHRICORP GENERAL ACCOUNTING
- NOVA ELITE
- MSIVA

- *Tally*

Technical Skills

- *MS Office (Word, Excel, PowerPoint, Access and Outlook).*
- *Tally 7.*
- *Operating Systems: Windows9X, Windows2000, Windows ME, Windows XP, Windows Vista, Linux, UNIX, MS DOS.*

Application software: *Photoshop, Adobe reader, Winrar, DVD Convertor, Nero.*
Office Package: *Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express*

Personal Details

Name : JIPIN PHILIP
Date of Birth : 03/01/1996
Marital Status : Single
Sex : Male
Father's Name : VjPhilip
Nationality : Indian
Permanent Address : VettolilHouse, Chemmaram, Naduvath P.O, Kerala- India
Languages Known : English, Malayalam, Tamil and Hindi
Key attributes : Competitive, Efficient, Hard Working
Passport number : R5033931

Declaration

I hereby declare that the information given above are true and correct to the best of my knowledge.

Jipin Philip