

## **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	:	V.jPhilip
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**