#  **CURRICULAM VITAE**



 **JAFI KALAM.A**

## E-mail: - jafijk@gmail.com

Mobile no: 9847472794

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| Career objective |

             Seeking an opportunity to utilize my skills and abilities in an organization that offers professional growth while being creative, innovative and flexible. Perform effectively my assigned responsibilities and contribute to the growth of organization.

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| Academic Qualification |

2014 : B.com with Computer Application from TKM Centre for Higher Education, Kollam.

2011 : Plus Two from SNDPYHS School, Neeravil, Kollam, Kerala,

2009 : Tenth from SNDPYHS School, Neeravil, Kollam, Kerala.

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| Computer Skill |

* Tally ERP 9
* M S office(Package)
* Photoshop
* Pagemaker

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| Experience |

**Ajivijayan & Co, Chartered Accountants: Nov 2017 – July 2018**

Designation : Audit Manager

Job Profile:

* Financial Analysis, Project Reports
* Accounts Finalization
* Bank/Concurrent Audit, Internal Audit
* Statutory Audit, Secretarial Compliance Works

**Ajivijayan & Co, Chartered Accountants: July 2016 – Nov 2017**

Designation : Accounts Executive

Job Profile:

* Reconciliation of Accounts Receivables and Payables
* Preparing Sales and Purchase Statements for filing Returns
* Entering all the Expenses and Incomes received in the Tally Software
* Maintaining the records and updating daily
* Reconciliation of Sundry Debtors ledger and follow-up for controlling over dues
* E-Filing GST,KVAT / CST (old) monthly and annual returns

**Colourplus Aluminium powder coating Industry, Angamaly : Sep 2015 – May 2016**

Designation : Accounts Assistant

Job Profile:

* Assist in General A/c related work such as preparation of vouchers, record Keeping and accounting transactions.
* Handling day to day Accounts in Tally ERP9.
* Follow Up with Local Bank for Banking Transaction.

**Areas of other works;**

**•** Processing & Management of India & UK accounts related to BPO Services.

• Prepare & finalize VAT/GST Returns (UK&India) and Financial Statements

• Reconciliation Statement I.e. Inward & Outward Statement.

• Intercompany Reconciliation.

• Assist in Companies Audit & Bank Audit works.

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| Personal Profile |

**Name :** Jafi kalam. A

**Age & DOB :** 25 years, 1 March 1993

**Languages known :** English, Tamil & Malayalam

**Marital Status :** Single

**Nationality :** Indian

**Address :** Jaseem Manzil, Kureepuzha P.O Perinad,

 Kollam – 691601,Kerala,India

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| Hobbies & Activities |

 Outdoor games, Movies, Listening to Music etc

Reference Details:

1) Aji Vijayan 2) Sajeeth

Managing Partner Manager

Ajivijayan & Co Chartered Accountants Ajivijayan & Co Chartered Accountants

28/121 Parappilly Lane Panampilly Nagar 28/121 Parappilly Lane Panampilly Nagar

Cochin Kerala India 682036 Cochin Kerala India 682036.

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Mob:9847048765

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| Declaration |

 I hereby declare that the above written particulars are true to the best of my knowledge & belief.

Date : 20/07/2018

Place : Cochin JAFI KALAM.A