

# Ninan George

KOTTAYAM, India

W: <http://www.worky.com/ninan-george>

The Concerned Personnel

Subject: Interested in Finance / Research positions

I wish to give you a brief profile about myself; I had been working as Asst Accountant in Internal audit section of Paragon Group of Concerns, which is a manufacturing concern. I had worked as General Ledger Assistant in ITT Corporation, located in Qatar. I had worked in M.J.Thomas & Company [Auditing Firm] - as an Audit Assistant.

I am a post graduate holder in Finance I would like to mention that I am pursuing Certified Management Accounting from Institute of Management Accountants in US, .With the confidence my referral had in you, I believe you would be able to help me in my job-hunt.

I look forward to hearing from you.

Warmest regards,

Ninan K George

## **Ninan George's Professional Experience**

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### 2011 - 2012 **PARAGON GROUP - ASST ACCOUNTANT [ INTERNAL AUDIT ]**

- Preparation of Balance Sheet, Profit & Loss Account
- Preparation of Schedules of Balance Sheet, Profit & Loss Account
- Depreciation Schedule as per Income Tax Act & Companies Act
- Cash Audit, Stock Audit
- Vendor Ledger Checking , Customer Ledger Checking
- Checking Discount Rate, Authorization, Rectification Entries
- Comparative Statements of Income & Expenses, Analyses for Variations in results
- Tax Deducted at Source [TDS]
- Verifying supporting of transactions, Checking wrong account heads
- Checking General Ledger Accounts
- Creditors Monitoring
- Creation of Assets in SAP
- Posting Asset transfer entries
- Checking MIGO
- MIRO Posting
- Vendor Clearing
- Freight -Invoice Posting
- Excise - Invoice Posting
- Salary Reconcile
- Software - SAP - FICO

### 2011 - 2011 **ITT CORPORATION - GENERAL LEDGER ASSISTANT**

General Ledger Assistant [Temporary Position]

ITT Corporation Doha, Qatar- 23 Feb 2011- 30 May 2011

Nature of Work; Accounts Work

- General Ledger Analysis
- Creating Journals
- Payroll Reconcile
- Petty Cash Work
- Bank Reconciliation

- Assisting audit work
  - Software – AS-400
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2010 - 2011 **MJ THOMAS & COMPANY - AUDIT ASSISTANT**

Audit Assistant

MJ Thomas & Company Kerala, India -8 Feb 2010- 25 Jan 2011

MJ Thomas &Co is an Auditing Firm registered under ICAI [Institute of Chartered Accountants of India]

Nature of Work; Assisting Audit & Accounts Work

- Audit of Educational Institutions [school, college], Manufacturing Concern, Trading Concern
  - Linking of Financials in Excel
  - Preparation of Cash Book
  - Trial Balance, Receipt& Payments
  - Income & Expenditure, Profit & Lose Account
  - Balance Sheet ,Projected Balance Sheet, Projected Income & Expenditure
  - Comparative Statements, Analyses for Variations in results
  - Purchase& Payment Vouching
  - Sales& Receipt Vouching
  - Checking & Scrutinizing of Ledger
  - Stock Audit
  - Bank Reconciliation, Creating Journals
  - Preparation of Schedules—Debtors, Creditors, Depreciation, Sundry Advances, Unsecured Loan
  - Checking Quantity & Price Rate for Sales & Purchase
  - Checking GRN,MRA, Gate Pass, Payroll
  - Journal & Contra Vouching ,Checking Opening Balances
  - Checking- Rectifying Entries ,Debit Note, Credit Note
  - Bank Audit=Checking of Stationary items ,Loans, Cash Balances, NPA
  - Software – Tally
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**Ninan George's Education and Qualifications**

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2010 **Certificate - FINANCE**

**NATIONAL STOCK EXCHANGE - INDIA**

- Passed NSE [National Stock Exchange] Certification in Financial Markets [NCFM] in;
    - Capital Market Dealers Module
    - Derivatives Dealers Module
    - Commodities Market Module
  - Passed NISM [National Institute of Securities Market] in;
    - Currency Derivatives Certification Exam
  - NSE Certified Market Professional Level 1[NCMP]
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2009 **Masters/PostGrad - FINANCE**

**Mahatma Gandhi University, Kerala, India**

MASTERS IN COMMERCE FINANCE MAHATMA GANDHI UNIVERSITY [Year 2007-2009] got 77% marks

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2006 **Bachelor/Degree - Commerce**

**Mahatma Gandhi University, Kerala, India**

BACHELORS IN COMMERCE passed with 68% marks

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