



PROFILE

Proficient Experience Jewelry Accounts & It Admin over 6+ years. My objective toward my professional life to pursue a challenging career and be a part of professional organization where my technical skills, talents and capabilities are used to the maximum for the benefit and development of the organization and to my professional growth.

CONTACT

PHONE: +973 38109757

PHONE: +91 9961536254

Email littovallyanayil@gmail.com

KEY SKILLS

- Accounts Keeping
- Interpersonal Communication
- IT Supporting
- Team Collaboration
- Analytical and problem-solving skills.
- Systems analysis
- Active learning
- Critical Thinking
- Team Leading

SOFTWARE SKILLS

- MS Office Suites
- Alfa Zain Jewelry Software
- Astitute Jewelry Software
- ASP .NET

LITTO AUGUSTINE

EDUCATION

Diploma Computer Science Engineering

Nandha Polytechnic College Erode, Tamilnadu

Diploma in Computer Application

Cambier Computer Institute, Nilambur, Kerala

HIGHER SECONDARY

Sree vivekanda Higher Secondary school Palemad
Board of Higher Secondary Examinations, Kerala

10th (KERALA STATE)

Sree Vivekananda Higher
Secondary School Palemad
Malappuram, Kerala

WORK EXPERIENCE

IT ADMIN & ACCOUNTANT

MAHARANIS GROUP, KINGDOM OF BAHRAIN

February 2018 –

- Full charge of book keeping
- Petty cash management
- Verification of vat related matters,
- Voucher and another document verification
- Consolidating and reviewing bank and cash reconciliation statements
- Assisting Monthly and annual financial Auditing
- Handling account payable and receivables
- Barcoding for jewelry Ornaments.
- Jewelry and accounts Software Leading.
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Jr. Accountant

KALATHOTTUKARAN MAHARANI GOLDPARK, NILAMBUR, KERALA

- Full charge of book keeping
- Petty cash management
- Barcoding for jewelry Ornaments.
- Jewelry and accounts Software Assist
- Handling account payable and receivables

ASP DOTNET JR PROGRAMMER

SOFTEN TECHNOLOGIES KADAVATHARA, COCHIN

ACADEMIC PRJOECTS

- **SMART CONSULTING**
Languages: ASP .NET with AJAX
Backend: SQL SERVER2008
Code Behind: C#
- **SCRIBE AUTOMATION SYSTEM**
Languages: Dot Net Programming

CERTIFICATES OF TRAINING

- **DCA (Diploma in Computer Application)**
- **PC HARDWARE AND SERVICING**
- **PHOTOSHOP AND FLASH**
- **PERSONALITY DEVELOPMENT**
- **DOT NET PROGRAMMING**

LANGUAGES KNOWN

- English
- Malayalam
- Hindi
- Tamil

HOBBIES

- Travelling
- Listening Music
- Watching Movie
- Cricket

PERSONAL DETAILS

Date of Birth : 19th October 1992
Marital Status : Married
Nationality : India
Passport No : R1842520
Passport Status : 10/07/2027 (Date of Expiry)
Visa Status : Work Visa (Expiry -05/02/2027)

DECLARATION

I hereby declare that the all the information given above is correct and completely associated to me. Any further relevant information is available on demand.

LITTO AUGUSTINE