**Gulfjobseeker.com CV No:** **667578**

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**CURRICULUM VITAE**

**CAREER OBJECTIVE**

*To associate myself with an institution that offers a congenial work environment with ample scope for development both on personal as well as professional fronts*.

**CAREER PROFILE**

* Detail-oriented, efficient and organized professional with extensive experience in accounting and administrative systems.
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Excellent written and verbal communication skills.
* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of projects, effective at multi-tasking.
* Efficient in Computer Operations
* A good team player who could motivate others in the team.
* Enthusiastic and hard working

**EDUCATIONAL BACKGROUND**

* Achieved **Masters Degree in Commerce** from the Pavanatma College, Murickassery, Mahatma Gandhi University, Kottayam, Kerala, in the year of 2004 with specialization in finance.
* Achieved **Bachelors Degree in Business Administration** from the NSS College Rajakumary in the year of 2001, Business Management as the major.

**COMPUTER SKILLS**

* Achieved **Diploma** in Computer from the institute G-tech, Rajakumary in the year 2002.
* Efficient in accounting software Tally.
* Experienced in Managing the Client version Back office for maintain the accounts.
* Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft Windows XP.

**PROFESSIONAL BACKGROUND**

1. **Surveillance officer** (15th June 2007 to 31st Dec 2007)

**JRG Wealth Management Ltd.**

**Job profile**

* Analyzing the Market trends and taking appropriate actions.
* Checking the cash balance of the clients according to their profits and losses with back office
* Risk management.
* Prepare the weekly turnover report of the company.
* Prepare the trade circulars related with company’s policies.
* Compare the statistical turnover and take the remedial measures for the improvement.
* Monitoring the clients.
1. **Accounting and Administrative officer** ( 1st April 2004 to 30 May 2007)

**Job profile**

* Performed general office duties and administrative tasks.
* Prepared weekly confidential turnover reports for presentation to management.
* Managed the internal and external mail functions.
* Provided telephone support.
* Scheduled client appointments and maintained up-to-date confidential client files
* Undertake various tasks such as postings to general journal and general ledger, A/P, A/R, generated P&L reports and Balance Sheets
* Carried out bank reconciliation activities and managed several client accounts independently
* Managed financial departments with responsibility for Budgets, Forecasting, Payroll
* Generated budgets and forecasts on a quarterly basis and presented to the management team
* Risk management.

**C & M Group, JRG Wealth Management Ltd.**

Rajakumary, Idukki, Kerala, India

1. **Secondary Teacher ( Commerce and Accounts)**

**Commerce Teacher & Head of the Department**

**Baa Kihaadhoo School, Rep. Maldives** (4th Jan 2008- 25th Nov 2009)

*(CAMBRIDGE UNIVERSITY G.C.O/LEVEL Examinations)*

***Salary: Rf13000/ (Rf12.85=1 $)***

**Job profile**

Teaching Commerce and Principles of accounts, Head of the department.

* Conducting co-ordination meetings, assisting junior teachers in preparation and conducting extra activities related to teaching Commerce, Economics and Principles of Accounts.
* Efficiently conducting extra activities related to the subjects
* Planning and implementing various co-curricular activities.

**PERSONAL DETAILS**

Date of Birth : 05th January 1980

Sex/marital status : Male / Single

Languages known : English, Malayalam, Hindi, and Tamil

Nationality : Indian

Religion : Christian Jacobite