**RESUME**

**METLON**

[**Metlon.150460@2freemail.com**](mailto:Metlon.150460@2freemail.com)

**CAREER OBJECTIVE:**

To pursue a challenging career that would enrich my knowledge in the field of Financing and Accounting that would offer an opportunity to utilize my potential to the maximum of the personal and company Goals.

**PROFESSIONAL SUMMARY:**

* An M.B.A graduate with 1 year Professional experience in field of accounting and finance in India
* Working platform- Tally.ERP 9 & Microsoft Office
* An extensive knowledge of accounts payable, receivable procedures, general ledger and other accounting processes.
* Strong communication, convincing, negotiation and interpersonal skills.
* Strong analytical, Accounting and administrative skills

**EDUCATIONAL QUALIFICATION:**

**Degree : Master of Business Administration (**Finance & Systems**).**

**University** : **Anna University**.

**Location** : Chennai, India.

**Degree : Bachelor of Business Administration**

**University** : **Manonmaniam Sundaranar University**.

**Location** : Tirunelveli, India.

**WORK EXPERIENCE:**

* Warehouse Inventory Auditor
* Ramoji film City, Hyderabad a behalf of “PRObit Reserch & Solution Pvt.Ltd Chennai, India. During the months of “March 2016 –April 2016.
* ACCOUNTANT in RBR Infrastructure & Road Development Contractor in India. Working period 23rd July 2016 to 19th July 2017.

**JOB PROFILE AS WAREHOUSE INVENTORY AUDITOR:**

* Monitoring stock inside the store and in the warehouse
* Organizing goods in the warehouse for easy access and transportation
* Physically counting inventory and updating information on the computer
* Coordinating with the sales and delivery teams and verifying records with stock in hand
* Observing that proper amounts are shown on price tags for each stock.
* Investigating any discrepancies in quantity of stock and presenting report
* Entering incoming items into the computer and inspecting goods for quality and quantity
* Checking inventory damage items and price variance for the each item.

**JOB RESPONSIBILITIES:**

* Prepare asset, liability and capital account
* Documents financial transactions by entering account information.
* Preparing balance sheet, profit and loss statement and other reports.
* Substantiates financial transactions by auditing documents.

**TECHNICAL SKILLS:**

* Tally Erp 9
* Microsoft Office

**COMPUTER KNOWLEDGE:**

* Microsoft Office : Word, Excel, Outlook & PowerPoint

**PERSONAL PROFILE:**

Age & Date of Birth : 23 & May 30, 1994

Marital Status : Unmarried

Nationality : Indian

Languages known : English, Tamil, and Malayalam

Visa status : Visit Visa (valid up to 25th Oct)