

Ashok

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**C A R R I E R O B J E C T I V E**

 As a candidate with a total of 18 years out of 4 years in gulf countries and the balance 16 years in India, I would like to develop my expertise in any organization for taking crucial decisions and to work in an error free environment to successfully carry my work.

**PROFESSIONAL EXPERIENCE:**

Worked as **Accountant cum Cashier** – **SMART EXCHANGE CO, Abu Dhabi** (March’11 to March’12) 1 year

Worked as **Branch Accountant**  - **Modern Exchange Co LLC GHALA, Muscat** (September 2006 to October 2009) 3 years

Worked as Accountant in Teachers Co-Operative Bank (Nov.2009 – Feb 2011) (HOME TOWN, KERALA) 2 years

Worked as Accounts cum Office Administrator with Shine Associates ( a Civil contracting Company) from 1994 to 2006.-12 years.

 **SUMMARY OF EXPERIENCE**

* **As Accountant cum Cashier, I used to attend various customers for the day to day transaction and handling cash transaction, online transfer of funds, transferring currencies to various accounts. Verification of Different kinds of currencies etc.**
* **As the Branch Accountant , carried out the full responsibility of the Branch in terms of Cash and acting as a supervisory staff in the branch.**
* **As an Accountant in the Co-Operative Society the Banking Transactions was the field of responsibility such as Bank Ledgers, Loan Account, Deposit Account, Interest Account, Chit Register and the finalization of accounts.**
* **As Accounts cum Office Administration I was the full in charge of the office in terms of all routine activities of the office, to maintain files of various projects, Maintaining of the list of employees, preparation of the salary, Co-Ordination with Auditors and Finalization of Accounts with all Administration work.**

**SKILLS**

**COMPUTER : Thorough knowledge of MS WORD, MS EXCEL, and Accounting packages such as**

**TALLY 4.5, 5.4, 6.3, BUSY, HORIZON, PEACH TREE AND SOME CUSTOMISED PACKAGES.**

**LANGUAGES: ENGLISH, HINDI, TAMIL, MALAYALAM, ARABIC UNDERSTAND.**

### PERSUITS

* Strong Communication Skills.
* Good Team Player.
* Quick Learner.
* Innovative, Smart and Hard worker.
* Creating good relationship Customers.

 **EDUCATIONAL QUALIFICATIONS**

**B COM FROM MAHATMA GANDHI UNIVERSITY , KERALA**

**P.D.C FROM MAHATMA GANDHI UNIVERSITY IN MATHS, KERALA**

**DIPLOMA IN COMPUTER APPLICATIONS**

**Application for the Post of Accountant**

**Dear Sir**

**With Reference to the above post, I would like to introduce myself as a candidature. I feel my vast experience would be suitable to present myself for the same.**

**I would request for a personal meeting which can share my experience and confidence that would result a positive outcome for self and for your reputed organization.**

**Expecting a most favorable response at the earliest**