**CURRICULUM VITAE**

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| **PERSONAL DATA**  **● Marital status : Single**  **● Sex : Male**  **● Nationality : Indian**  **● Date of Birth : 10-05-1984**  **LANGUAGES KNOWN**  **English , Malayalam** |

**OBJECTIVE**

“To obtain a suitable position in a professional and dynamic organization which Promises bright growth opportunities and to contribute the best of my ability for the development of the organization”

**P PROFESSIONAL EXPERIENCES**

* Worked as a Senior Accountant at M**/s Accounts (Accounts** C**ontractors)** Cochin, Kerala, India. From July 1st - 2010 to Feb 28th -2014.
* Two year and Eleven months Experience as an Accountant at **M/S Accounts (Accounts** C**ontractors),** Cochin, Kerala, India (Aug 2007 to June 2010)
* I worked 3 years as Insurance Processing Officer in NEW INDIA ASSURANCE CO.LTD, Perinthalmanna ,Malappuram, Kerala,India

**EDUCATION**

* M.Com, Specialized in Finance, (MK University)
* B.Com. (Co-Operation) (Calicut University)
* Plus Two (Commerce ) (Board of Kerala )
* SSLC (Board of Kerala **)**

**P OUTLINE EXPOSSURE**

* Windows, Microsoft Office viz MS Word, MS Excel and MS PowerPoint
* Tally 7, 9 , ERP 9

**SPECIAL ACHIVEMENT**

**JOB DESCRIPTION**

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* Passed in a Test Conducted By IRDA, (Insurance Regulatory and Development Authority, INDIA) in 2004.

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* + Reconciliation of Bank, Branches, Debtors, creditors and Stocks.
  + All kinds Of Bank transactions.
  + Salary statement preparation and Payroll accounting in Tally.
  + Preparation of year ending schedules and Accounts for Audit.
  + Reviewing all the receipts/Payments/Journal vouchers
  + Dealing of all payments& receipt both cash& bank.
  + Responsible for Petty Cash Management.
  + Sale Tax and Income Taxes transaction.
  + Handling accounts receivable and accounts payable.
  + Maintaining Purchase and sales including Stock Register.
  + Price List Preparation and direct Costs accounting.
  + Preparation of Monthly Reports of Sales, Collections, and age wise Out Standing statement.
  + Maintaining Cheques register and invoicing.
  + Preparation of audit Notes.

**STRENGTH**

* Trustworthy & Dedication are my greatest strength
* I worked 6years and 11 months continuously with my previous employer

**INTERESTED AREAS**

* Finance
* Accounts
* Administration
* Auditing
* Sales and Purchase

**DECLARTATION**

I hereby declare that the information given above are true and correct as per my knowledge and belief.