Obyvarghese

Obyvarghese.217286@2freemail.com

**PERSONAL STATEMENT**

I’m an experienced Accountant looking for a new opportunity within a large or small operation in Adelaide. To pursue a challenging career in Accounts & Finance which will imbibe within me adaptability, creativity, ingenuity and innovativeness and helps me to develop a balanced and self-fulfilling, competency in the present competitive scenario? Therefore, I am looking for an opportunity to prove my skills and establish myself in the society.

#### **Technical Skills**

* MS -Word
* MS –Excel
* Tally ERP9
* Popstock

**Certificates**

* The Institute of Accountants (TIA)

**EDUCATION**

* T K Madhava Memorial College, Nangiarkulangra

University of Kerala *(2007-2010)*
**B.comCorporation**

##### St. Johns Higher Secondary School, Mattom

##### Kerala State Board (2005-2007) HSC (+2) – Commerce

##### St. Johns Higher Secondary School, Mattom

##### Kerala State Board (2004-2005) SSLC- General

##### EMPLOYMENT

**Accounts Executive**

Popular Motor Corporation | Kerala, India

*Jan`2011 to Jun`2012 (1 Yr& 06 Months)*

Achievements

* Maintain Day Today Stock
* Maintain cash book,
* Produced the Monthly bank reconciliations of the bank accounts posting all transactions to the ledgers.
* Day Today entries like stock in & out
* Checking daily preputial register
* Preparation of Invoice
* Checking & reconcile of expenses in service & sales
* Checking & entering of job card
* Attendance checking
* In charge the company petty cash during my time
* Day Today reports to Managers (MIS)
* Established and maintained an effective system for analysing and reporting on Sales and expenditure

Accounts Back office Assistant

Mahindra & Mahindra Finance| Kerala, India
*Jul`2012 to Nov`2012 (04 Months)*

Achievements

* Daily Filing the bills, receipts & vouchers
* Maintain daily Cash & Bank transaction
* Dealing with customers
* Collection of balance cheque leafs from customers
* Due date and cheque followup with bank
* Completed two quarter end close procedures
* Cheque presentation on cheque date
* Daily data sending and liaison with EDP for rectifying the problem and errors related computer

**AssistantAccountant cum Cashier**

Shymas Honda| Kerala, India
*Feb`2013 to Jun`2014 (1 Yr. & 04 Months)*

Achievements

* Maintain Day Today Stock
* Maintain cash book,
* Produced the Monthly bank reconciliations of the bank accounts posting all transactions to the ledgers.
* Day Today entries like stock in & out
* In charge the company petty cash during my time
* Day Today reports to Managers
* Established and maintained an effective system for analysing and reporting on Sales and expenditure
* Checking & reconcile of expenses in service & sales

**Junior Accountant**

Suryahotels and Properties| Kerala, India
*Sep`2014 to Present*

Achievements

* Maintain cash book,
* Produced the Monthly bank reconciliations of the bank accounts posting all transactions to the ledgers.
* Day Today entries in Tally
* TDS e-filing
* In charge the company petty cash during my time
* Day Today reports to Managers
* Checking & reconcile of expenses
* Maintain Tax reports in Excel like Luxury Tax, Service Tax & Vat

**PERSONAL INFORMATION**

DOB & Age : 12-Jun-1989, 26yrs

Gender : Male

Nationality : Indian

Marital Status : Single

Driving License: Indian (LMV & Motorcycle with Gear)

**LANGUAGES**

Malayalam : To read, write & speak

English : To read, write & speak

Hindi : To read, write

**DECLARATION**

The above statements are true to the best of my knowledge and belief.