## 

**Personal Data**

Nationality: Indian

Sex: Male

Date of Birth: 30/12/1989

Place of birth: UAE

Religion: Islam

Marital Status: Single

**Languages Proficiency**:

English, Malayalam

Hindi & Arabic (partial)

**Objective**



Intend to build a career with leading Co-operative hi-tech environment with committed and dedicated people, which will help me to expose myself fully realize my potential. Willing to work as key player in challenging and creative environment.

**Key Strength**

* Comprehensive solving abilities
* Organizing and managing capabilities
* Willingness to learn and update myself
* Positive attitude and team spirit
* Excellent Communication and presentation skills
* Dedicated, focused, enthusiastic and hard work

**Employment History**

**CHARTERED ACCOUNTANCY FIRM**

**P.R SASIKUMAR FCA (CHARTERED ACCOUNTANT, Membership no:*207816*) Edappal,Kerala,679576, India**

(An organization running as Accounts & Audit firm that undertakes Accounts and Audit works of various companies and submits reports, payment of taxes etc.)

Position - Accounts & Audit Assistant

Duration - from February 2012 - March 2014

**Roles:**

* Annual & Interim Accounts finalization (Preparation of; Profit & Loss Account, Balance sheet etc),
* Verification of day book, Ledger, Cash book, Bank book, Purchase bills, Sales register, debtors , creditors etc. of various firms,
* Preperation of Audit report by using : MS word, MS excel, Tally etc.
* Individual Tax Audit: Verification and checking of relevant Books of accounts; Preparing Profit& Loss Accounts; Balance Sheet; Computation of Tax Statement etc,
* Partnership Audit: Periodical Internal Audit; Verification and checking of Books of Accounts; Preparation of Final Accounts followed by Tax audit,
* Company Audit: Private Limited Company and Limited Company Audit,
* Audit of Semi – Government Companies like National Mineral Development Corporation,
* Institutional Audit: State Bank of India, Canara Bank etc.

**Academic Profile:**

* Master of Business Administration (MBA) - in 2014 from Bharathiar University
* Master of Commerce (M Com) - in 2012 from Madurai Kamaraj University
* CA Foundation (CPT) - in 2010 from ICAI
* Bachelor of Commerce (B Com) - in 2010 from Mahatma Gandhi University
* Higher Secondary (+2) - in 2007 from DHOHS School Edappal , Kerala
* SSLC (10 th) - in 2005 from MVM RHS School Valayamkulam, Kerala

**Computer & Technical Skill:**

* Diploma in Computerized Financial Accounting (DCFA) (Tally ERP-9, Peachtree)
* MS Office (Word,Excel,Powerpoint,Outlook,Access)
* CA ITT (Information Technology Training)
* CA Orientation Programme
* Graphic Designing
* Photoshop

**DECLARATION**

I hereby declare that the above mentioned details are true to the best of my knowledge and belief.