**Ajith**

[**Ajith.233367@2freemail.com**](mailto:Ajith.233367@2freemail.com)



**CAREER OBJECTIVE**

To constantly learn, update and use acquired knowledge added value and contribute to self and organization. Being young, hardworking, enthusiastic and fast learner, I am looking forward to starting my career in your established company and working towards achieving the company’s goal to the best of my abilities.

**RESUME**

* An astute Accounts & Financial Professional.
* Distinction of driving numerous process improvement initiatives leading to substantial growth of organisation.
* Adroit in working under complex and challenging environments with proven ability to represent the company.

**PROFESSIONAL EXPERIENCE**

Accounts Assistant - **Roy & Associates, Thrissur, India**. [October 2012-April 2013]

Key Tasks Handled: - (Accounting software utilized: Tally)

# Entry of sales & purchases vouchers of multiple trading & manufacturing concerns.

# Registration & documentation functions.

# Entry & upload of required data in service tax ascertainment in the government. portal.

# Responsible for office support including word processing, scheduling appointments and creating files, maintaining various databases, payments, etc.

# Excellent communication skills with experience in report / technical writing, instructing personnel, and working closely with management.

Accountant - **Goodwin Group of Companies, Mumbai, India.** [April 2013- October 2014]

Key Tasks Handled: - (Accounting software utilized: Acme infinity)

* Preparation of consolidated financial status reports depicting the whole transactions on daily basis of all retail branches and reporting to the management.
* Monthly branch reports preparation.
* Assistance to senior accountant at back end functions including bank reconciliation, accounts receivables, follow up & adjustment entries of credit sales, card/cheque payments,
* Front Office in the role of main cashier, stock verification & reporting.

**ACADEMIA**

* P.G.D.B.A/Post Graduate Diploma in Business Administration.[Finance] currently pursued at S.C.D.L/Symbiosis centre for distance learning based in Pune,India. (2014-16)
* B.COM : Bachelor of Commerce from Bharathiar University, Coimbatore, India. graduated in 2011.
* C.B.P/Certified Banking Personnel / Banking operations orientation program offered by Edyounet, Cochin, India.
* Tally ERP & vat e-filing expertise certified by Accountant’s Academy, a renowned institution providing proffessional training based in Thrissur, Kerala, India.
* Diploma in finance & accounts [NIIT /National institute of information technology]

**COMPUTER KNOWLEDGE**

* Proficient in Ms Office (Word, Excel & PowerPoint), Internet and Email using Ms Outlook.
* Operating System: Linux, Microsoft Windows.
* Familiar & adaptable with accounting softwares.

I also offer to additional training if my job entails it without any interference to the job deliverables

and hereby assure that all above information are true & correct to the best of my knowledge.