Merin

Merin.245154@2freemail.com

**CARRER OBJECTIVE**

To be an astute learner and the best performer in an organization where I can improve my career through challenging assignments and responsibilities.

**With my proven track records in the fields of Accountancy and my sheer willingness to prosper in the finance Sector, I would be an Ideal candidate for your organization**

**PROFESSIONAL QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
|  **COURSE** |  **BOARD/ UNIVERSITY** |  **YEAR** |
| Integrated Professional Competence Course (IPCC) | Board of Studies, Institute of Chartered Accountants of India  | 2013 |
| Information Technology Training Course |  Board of Studies, Institute of Chartered Accountants of India  | 2011 |
| Orientation Programme | Board of Studies, Institute of Chartered Accountants of India | 2011 |
| Common Proficiency Test (CPT) | Board of Studies, Institute of Chartered Accountants of India | 2010 |
| Bachelor of Commerce (B.com)  | Indira Gandhi National University  | 2015 |

**WORK EXPERIENCE**

***1. Kumar & Biju Associates, Chartered Accountants (Cochin, Kerala,India)***

 -Senior Audit/Accounts Executive – [November 2011 - March 2015]

***2. Grace Marine Fuels (Kollam, Kerala,India)***

-Financial Accountant [ April 2015 - September 2015]

**WORKS PERFORMED**

* Conducted various statutory Audits & Internal Audits of Companies, Firms & LLP’s.
* Preparation of year ending Schedules and Accounts for Audit
* Prepared & Presented project Reports for Resorts & Hotels accompanied By

 Projected Financials.

* Prepared Business Profile of Various Firms & Companies
* Expertise in Conducting Internal Audits of Leading Hotels & Educational Institutions
* Reconciliation of Bank, H.O, Branches, Debtors, Creditors and Stock
* Experience in conducting Annual Statutory Bank Audits of Nationalized banks in India.

**TECHNICAL EXPERIENCE**

* Experienced with electronic auditing software.
* Experienced with electronic tax preparation software.
* Proficient in the use Microsoft Office and related software
* Advanced knowledge of Accounting package Tally 7.2, 9 & ERP.9

**PERSONAL PROFILE**

* A **Skilled Communicator** having participated in several debates and group discussions while in Higher Secondary School level and thus been able to establish rapport with members of diverse groups and promote team cohesiveness
* Highly **Organized** and efficient in fast- paced multi tasking environments; able to prioritize effectively to accomplish objectives with creativity, enthusiasm and humor.
* A **dynamic** go-getter and quick learner with ability to work under pressure and meet deadlines
* Articulate, friendly and **very effective working** with people of different backgrounds and temperaments.

**PERSONAL MEMORANDA**

 Age : 24

Date of Birth : 27-06-1991

Nationality : Indian

Marital Status : Single

Religion : Christian.