**CURRICULAM VITAE**

**CAREER OBJECTIVE**

Intend to build a career with leading corporate of Hi-Tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work is the key player in challenging and creative environment.

**EDUCATIONAL QUALIFICATION**

* **B.Com** (Bachelor of Commerce) Calicut University, Kerala, India,
* **Plus Two** (VHSE) Board of Higher Secondary Examination Kerala, India.
* **SSLC** Secondary School Leaving Certificate Kerala, India.

**WORK EXPERIENCE**

**Marcare Event Management solution,** Kerala (1 year)

**Designation: Assistant Accountant cum Purchase Coordinator.**

**JOB PROFILE**

* Accounts Payable and Receivables.
* Buying and Renting the Event equipments and other Goods.
* Reconciliation of Bank Accounts.
* Budget controlling.
* Making Purchase Order.
* Local Purchase Invoices Verifying and entered into system.
* Recording Daily Accounting Transaction in System and Day Book.
* Weekly compare the total payment and received amount of computer figure.
* Petty Cash Handling.
* Preparing Payment and Receipt Voucher.
* Updating Daily Sales and Purchases.
* Perform as such other works assigned by Authorities.

**PROJECT DETAILS**

* **Title :** Marketing.
* **Description :** Sell 15 Water purifier within a month.
* **Duration :** 3 month.
* **Role :** Marketing Executive.
* **Team Size :** 3 Nos.

**TECHNICAL KNOWLEDGE**

* Microsoft Excel.
* Microsoft Word.
* Strong English Type Writing.
* Additional software skill.
* Trained SAP FICO under a SAP FICO Consultant.

**LANGUAGE KNOWN**

* English, Hindi, Tamil, Malayalam [Mother tongue].

**INTEREST AND HOBBIES**

* Internet & Technology.
* Watching movies & listening music.
* Interested in Automotives.
* Soccer and Volleyball.

**PERSONAL DETAILS**

Nationality : Indian

Age : 23Years (19/02/1992)

Sex : Male

Marital status : Single.



**Gulfjobseeker.com CV No:** **1506828**