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| Personal Profile:-  **Date of Birth**:  26th APRIL 1991  **Gender** : Male  **Nationality** : Indian **Marital Status** : Single | **CURRICULUM VITAE**  CAREER OBJECTIVE Looking for an opportunity in your esteemed organization where I can apply my knowledge and skills towards the profitable growth of the organization and enrich myself with qualitative experience. **PERSONAL & PROFESSIONAL PROFILE**   * **One year working experience in Accounts.** * **Good presentation skill. Strong in accounting records.** * **Ability to handle accounting process and administration.** * **Ability to define problems, collect data, audit records, handling cash transactions.** * **Dealing effectively with multicultural environment.** * **Proactive, intrinsic motivated & ability to work under pressure.** * **Knowledge of various computer accounting packages.**   ACADEMIC PROFILE   * **Secured Masters Degree in Commerce from University of Madurai Kamaraj, in 2013.** * **Pursuing CMA-inter (ICWAI) (Group 2 Completed) from Cochin chapter.** * **Secured B.com Degree With Computer Application from University of Calicut, in 2011.**   COMPUTER PROFICIENCY   * **Programming Techniques (Visual Basic) and Computing, Accounting & Finance, Professional & Manual Accounting Practice, Tally 9.0, Business Management & Personality Development, from ICWAI Cochin Chapter.** * **Microsoft word, Microsoft Excel, Power point and Windows.** * **Tally ERP 9 and QuickBooks From Institute of Professional Accountant.** * **Diploma in Computerized Professional Accounting ( DCPA), Govt. Kerala India.** * **Microsoft Excel 2010 From Certificate of Account, Audit and Management, Kerala India.** |
| **Strengths**  The burning desire for Self Improvement.  A good team player and positive attitude  Evergreen quest for the great knowledge which fires up innovations.  Ability to strike a friendly chord with any kind of personality and versatility. **Location**: Dubai | PROFESSIONAL EXPERIENCE  **Worked as a Junior Accountant in Ayurjiva Ayurvedic Treatment & Research Centre India Pvt. Ltd.**  May 2013 to May 2014   * **Vouching Purchase & Sales** * **Making cash/Bank dealing and reconciliation** * **Assisting to Senior Accountant for every accounting activity** * **Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.** * **Keeping of all Office Administration works.** * **Prepare and review expense, payroll entries, invoices, and other accounting documents.** * **Preparing Final accounts** * **Handled Data Entry** * **Maintain exclusive track on staff attendance/Leave Schedule Etc.** * **Handles purchase & sales report** * **Handles monthly schedules**   ACTIVITIES AND INTERESTS   * **Internet: Net browsing, getting updates from various sites of news, professional entertainment etc..** * **Curricular: Drawing, Painting, Photo Editing etc..**   LINGUISTIC ABILITIES  **Languages: English, Malayalam & Hindi**  C:\Users\Khushali\Documents\OMessenger\Received files\CV_Preview_Logo.jpg  **Gulfjobseeker.com CV No:** **1506924** |