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| --- | --- | --- | --- |
| **ACCA, M.com with 2.9 years’ experience****Personal Information****DOB : 13/03/1992****Languages Known: English and Malayalam ( Read and Write)****Nationality: Indian** |  |  | **PROFILE*** **Career objective:** To build a successful career in the field of accounts and finance management, thereby making my own mark in these fields.
* **Relevant skills:**
* **Proficiency in the area of accounts and finance management**
* **Quick learner**, able to understand and analyze situations and provide innovative solutions
* Accounts **and finance management**, general ledger accounting, **efficient communication,** skills in **computerized accounting packages.**
* Possess interpersonal, communication and organizational skills with demonstrated abilities in assessment of unstructured business problems and customer relationship management.
* **Other skills:** Concise, self-motivated and flexible team player, problem solving and hardworking.

**EXPERIENCE**1. **Stranbys Accounts and Business Solutions , Kerala, India**

**Accountant Jan 2013 – Sept 2015*****Responsibilities includes :**** Recording and retrieving financial details and maintaining **financial records**.
* **Inputting transactions into the ledgers** using source documents.
* **Inputting accounting data** into accounting system using computerized software.
* Handling **cash and ensuring swift payment** of invoices.
* Handling the **total account** and **payroll** functions.
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**ACADEMIC EDUCATION**

**Association of Chartered Certified Accountants** Aug 2013 –

**ACCA UK**

* Founded in 1904, the Association of Chartered Certified Accountants (ACCA) is the global professional accounting body offering the Chartered Certified Accountant qualification (ACCA or FCCA).
* Completed 7 papers out of a total of 14

**Master of Commerce**

**M.Com**  June 2013 - June 2015

Madurai Kamraj University

* Specialisation in **Finance**.

**Bachelor of Commerce**

**B.com**  June 2009 – Apr 2012

Kannur University

**TECHNICAL SKILLS**

* **Software**: MS Office, Tally, Peach tree.
* **Languages**: C++
* **Platforms**: Windows 2000, XP, 7.

**TRAINING**

Trained in Computerized Accounting program (Tally).

**ACHIEVEMENTS**

* Winner of various cultural competitions held in school and college.
* Winner of HRM quiz competition held in college.

**Gulfjobseeker.com CV No:** **1507848**