**RESUME**

****

**AJIL**

Email: [ajil.256688@2freemail.com](mailto:ajil.256688@2freemail.com)

**Career Objective**

Aiming at constant up-gradation, both professionally as well as personally, in my career, with emphasis on organizations success through my hard work. I want to work in a challenging environment and derive professional satisfaction there from.

**Professional Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Institute** | **year** | **Percentage** |
| CA (IPCC) | The Institute of Chartered Accountants of India | 2011 | 57.57% |
| B.Com | University of Kerala | 2012 | 60% |

**Academic Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **University/Board** | **year** | **Percentage** |
| XII Standard | Board of Higher Secondary Education (Government of Kerala) | 2009 | 89.33% |
| X Standard | Board of Secondary Education (Government of Kerala) | 2012 | 93% |

**On Going Education**

|  |  |  |
| --- | --- | --- |
| **Course** | **Institute** | **Particulars** |
| CA (Final) | The Institute of Chartered Accountants of India | Group 1 –Pass  Group 2, preparing to write in May 2016) |
| M.Com | Annamalai Open University | First year pass with 67% marks in may 2015 and second year exam will be held on May 2016 |

**Career Profile**

Worked for **3 Years** from February 2012 to February Chartered Accountants as an Articled Assistant and thereafter as an executive till November 2015.

**Work Exposure**

* Finalization of Financial Statements.
* Preparation of Auditors Report and Notes to Accounts.
* Compliance with Accounting Standard and other Norms.
* Review of source documents to ascertain compliance with internal control procedure.
* Scrutiny of Sundry Debtors and analysis of Collection Period.
* Review of Cash and Bank Management and reconciliation.

**Computer Literacy**

* Computer Training of 100 hours recommended by ICAI from Trivandrum branch of ICAI, Covering basics of Computers, Microsoft Tools Tally, Internet etc.
* Hands on experience in office packages like word, excel and Power point.

**Interpersonal and Communication Skills**

Completed 15 days General Management Communication Skills (GMCS) classes organized by Kollam Branch of ICAI.

**Personnel Details**

Date of Birth : 08-05-1990

Gender : Male

Nationality : Indian

Marital Status : Single

Language Known : English and Malayalam

Religion : Islam

Date of Issue : 25-05-2015

Date of Expiry : 24-05-2025

**Personnel Highlights**

* Complete dedication in Work
* Interested in Technologies and innovation
* Good Problem Solving Skills
* Honesty and Disciplined in nature
* Friendly to others
* Team Work

**Declaration**

I hereby declare that the above mentioned information is correct to best of my knowledge and belief. I bear the responsibility for the correctness of the above mentioned particulars.

**Place : SHARJAH (AJIL)**

**Date : 16-01-2016**