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**Finance professional having over 4 years experience in accounts, finance, taxation, and vendor/Customer management experience. Completed B.com in Accounts & Taxation and have a sound knowledge of accounting principles and computerized accounting systems. Familiar with MS-Office, Tally ERP 9, excellent analytical, presentation, interpersonal and organizational skills.**

**PROFEESSIONAL EXPERIENCE**

**ACCOUNTANT & INVENTORY CONTROLLER**

**21st July 2013 to 13th June 2015**

Organization  **: FRIDGE HOUSE RETAIL (P) LTD,**

* **Managing all operational aspects of accounting (AR, AP, GL, FA etc) of Parent company and subsidiary companies.**
* **Preparing financial statements and other management reporting on a monthly basis.**
* **Accounting and custodian of the company petty cash.**
* **Monthly Bank Reconciliation preparation**
* **Inventory Management**
* **Stock Reconciliation**
* **Verification of Sales and Purchase bills**
* **Payroll Preparation**
* **Preparation of depreciation schedule**
* **Preparation of Leave salary and Gratuity Schedule**
* **Timely checking and payment preparation of expense claims.**
* **Keeping the financial records properly**
* **Branch Accounting**

**ACCOUNTANT**

**25th March 2012 to 16th May 2013**

Organization : **Style Space Interiors**

* **Bank reconciliation**
* **Purchase & Sale bill collection and updating to Tally**
* **Cash sale dealing**
* **Petty cash management**
* **Managing Vendor Payment**
* **Preparation of monthly reports**

**EDUCATIONAL PROFILE**

**Bachelor of Commerce (B. Com) : University of Calicut 2012**

**COMPUTER SKILLS: Tally ERP.9 &MS Office**

**KEY QUALIFICATIONS**

* **Dedicated team player with strong people skills**
* **Highly committed towards work assigned**
* **Result oriented approach**
* **Ability to work long quality hours**

**PERSONEL DETAILS:**

**Gender : Male**

**Date of birth : 31-May-1987**

**Marital Status : Single**

**Language Known : English, Malayalam & Tamil**