***OBJECTIVE***

*To be a successful professional and become an asset for the organization through hard work, patience, continuous learning and understanding the ethics of the organization and its customers. To be true and loyal to the organization and reach the desired goals and achievements, assigned.*

***PROFILE***

***Presently working as an accountant in Joy Associate ,kerala since 15-11-2015***

* *1 years and 9 months overall experience in Accounts & Operation****.***
* *A dedicated Accountant and self starter with ability to work independently.*
* *A team player with proven skills, capable of driving forward the goals of the company.*
* *Effective negotiation and leadership skills within an environment of constant change.*
* *Excellent knowledge of computerized information systems used in business processes, procedures and applications.*

***ASSISTANT ACCOUNTANT IN ASIAN HYPER MARKET, KERALA,***

***(Since JAN 2014 – APR 2015)***

***The key responsibilities:***

* *Preparation of daily sales report and deposit the cash into bank on daily basis.*
* *To manage and monitor day to day accounting activities.*
* *In-charge of petty cash.*
* *Responsible for preparing Invoices Monthly basis and collecting cheques from the clients.*
* *Preparation of payroll & processing via WPS.*
* *Reconciliation of Bank accounts.*
* *Total responsibility of receipts & payments.*
* *Follow-up of outstanding debtors.*
* *Prepare Reconciliation Statement of System Stock Vs Physical Stock*
* *Assist in finalization of Accounts.*
* *Providing monthly summarized reports to the corporate management on actual*
* *Performance, Profitability, Debtors and Stock levels*

***Accountant in Joy Associate Vadanapilly,kerala, .***

***(June 2015 –Nov 2015)***

***The key responsibilities:***

* *Preparation of daily sales report and deposit the cash into bank on daily basis.*
* *Issuing cheques and responsible of all payments to the creditors of the company.*
* *To manage and monitor day to day accounting activities.*
* *Reconciliation of Bank accounts.*
* *Preparation of monthly accounts statements to the management*
* *Preparation of final accounts.*

***ACADEMIC QUALIFICATIONS:***

***Bachelor of Commerce (****The University of Calicut, Kerala, India)*

*C****omputer exposure***

* *MS Office : MS Word, MS Excel, MS Power Point*
* *Accounting Packages : TallyERP9, Peachtree,QuickBooks,Tradeasy.*
* *Professional Accounting Training : In ‘Diploma in Indian and foreign Accounting’(DIFA ) from Sree sankaracharya computer institute.*

***Personal Details:***

*Marital status : Single*

*Age & Date of Birth : 23 year , 31-5-1993*

*Nationality : Indian*

*Religion : Muslim*

*Languages known as : English&malayalam*

*Visa status : Visit Visa*

*I, hereby declare that the above furnished details are true to the best of my knowledge and belief.*