**First Name of Application CV No:** **1651026**

Whatsapp Mobile: +971504753686



**OBJECTIVE**

To work with leading company and to use my analytical thinking to the best of my ability combined with perseverance, so as to contribute to organization’s growth and goal, as well as to attain my professional goal.

**Profile**

* Currently pursuing Intermediate in PCC -ICAI(INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA)
* Worked as an Accountant, Auditor and Accounts Manager
* Well-versed with accounting software’s; Tally ERP9 and MS Office applications (Incl. Excel, Word, Power point),Accounting dimension software and research tools.
* Sound Ability to handle multiple tasks, set priorities and meet deadlines.
* Have detailed knowledge of accounting procedures, policies and principles, project development & nurture client relations, financial forecasting, budgeting, planning & costing aspects.
* Possess inter personal and problem solving skills with the ability to work in diverse environments.

**PROFESSIONAL QUALIFICATION:**

**C.A** Course in **CPT** (**Common Proficiency Test**) Level and **CA** **accounting technician**.

**Now** Doing **CA –IPCC (Intermediate)** Level.

**ACADEMIC QUALIFICATIONS:**

**B.Com** from College of Commerce (Kannur University), Kannur-2011, India

**Sr. Secondary** from Govt.H.S. School (Kerala govt), Kannur – 2008, India

**Secondary** from Govt.H.S. School (Kerala govt), Kannur- 2006, India

Presently doing ***M.COM (Accounting&finance)*** from Annamalai University

**COMPUTER PROFICIENCY:**

      Working knowledge of **Windows and Internet**, familiar with **MS-Word/MS-Excel** and **Tally, Peachtree**

         **Information Technology Certificate** issued by **Institute of chartered accountants of India.**

**PROFESSIONAL EXPERIENCE:**

         Worked as **Accounts and Audit Assistant** under **CHARTERED ACCOUNTANT** for a period of 2 year.

      Worked as **Accounts Manager** for a period of 1 Year in a non- banking financial company (BRD SECURITIES LTD)

**responsibilities:**

* **reCONCILIATION OF BANK ACCOUNTS, PAYABLE ACCOUNTS etc.**
* **Journalising the transactions**
* **ledger posting**
* **invoice preparations**
* **financial statement preparation of company, patnership business, banks, non-profit organisation, trading concern and evaluating various ratios**
* **cash flow statement preparation**
* **vat, tds calculations**
* **making reports to management**
* **auditing the accounts**
* **stock control**
* **income tax calculations.**
* **maintaining registers such as fixed asset register, stationery, equity, commission, cash, bank, service tax, esi, epf etc…**
* **PETTY CASH MANAGEMENT**
* **GENERAL LEDGER ADJUSTMENT**
* **PAYROLL ACCOUNTING**

**SKILLS:**

         Good Communication Skills.

         Easily negotiate with other people.

         Have high level of persuasiveness.

         can work effectively in team, as well as individually.

         Have good inter-personal skills.

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**PERSONAL INFORMATION:**

**Marital Status:**         Unmarried

**Sex:**                              Male

**Date of Birth:**            21ST August 1991

**Language Known :**English & Hindi

**Nationality :** Indian

**Strength :** Confident, Positive attitude, Hardworking, Punctuality, Good listener and Quick learner