**Resume**

**Personal Details:**

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| Age & Date of Birth : 23 yrs / 17th January 1991 | Nationality : Indian |
| Marital Status : Single | Religion : Hindu |
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**Educational Details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree/Course** | **School/College** | **Board/University** | **Year** | **Percentage** |
| M.Com. | Tandem College | MG University | 2013 | Currently Pursuing |
| B.Com. | St Thomas Arts & Science College Puthencruz | MG University | 2011 | 59% |
| Plus Two | Govt Boys Higher  Secondary School, Thripunithura | Government of  Kerala  Board Of  Secondary  Education | 2008 | 66% |
| X th | V.H.S.S Irimpanam | Secondary School  Leaving  Certificate | 2006 | 72% |

**Objective:**

Seeking a career in accounting with a company, where I can apply my understanding, skills and knowledge to assist in the growth of the company and my personal development.

**Skills & Strengths:**

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| --- | --- |
| **Accounting Skills** | **Personal Traits** |
| Good Understanding of accounting concepts | Self Confidence & Honesty. |
| Good interpersonal and communication skills. | Willingness to Learn New Things. |
| Ready to handle complexity and ambiguity. | Good communication skills. |
| Ability to work under pressure. | Straight forward to work. |
| Maintaining good record of all accounts, which is understood by others. | Quick learner. |
| Ability to interact with suppliers, customers and co workers effectively. | Positive & Optimistic attitude to life in general. |

**Professional Experience:**

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| --- | --- |
|  |  |
| **Designation :** | **Accounts Executive** |
| **Period :**    **Other experiancess** | **Jan 2013 to May 2014** |
|  |  |
| **Designation :** | **Accounts Executive** |
| **Period :** | **Jun 2015 to present** |

**Job Description**

* Book Keeping and Data Entry in Tally 9 Accounting software.
* Proper and systematic maintenance of vouchers and records pertaining to the accounting transactions.
* Responsible for interaction with creditors and suppliers.
* Follow up with Debtors and marketing team.
* Banking functions like deposit of collections, withdrawals and maintenance of files and records of banking communication.
* Supporting the Accounts Manager in Month end and yearly closing of books of accounts.
* Preparation of month end and yearly closing entries for Depreciation, Pre Payments, Provisions etc.

**Sports and Extra Curricular Activities:**

* Won prizes for Work experience competition in School and college level.
* Participated and won prices for 100m, 200m, 400m relay & 1500m races at School Level.
* Team leader of Social Science club at School Level.  Tour coordinator in school.

**Computer Skills:**

MS Office: MS Word, MS Excel, MS PowerPoint

Internet Concepts

Tally 9 ERP

**Languages Known:**

Read, Write, Speak : English, Malayalam

Speak : Tamil

**First Name of Application CV No:** **1705446**

Whatsapp Mobile: +971504753686

