**AKHIL**

[**AKHIL.297262@2freemail.com**](mailto:AKHIL.297262@2freemail.com)

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| **CAREER OBJECTIVE** |

A healthy young and skilled accounting professional with extensive customer service background. Strong understanding and knowledge of accounting and financial management principles. Possess reputation as a self-directed professional with excellent problem solving, analytical and communication skills. Ability to complete any challenging job without supervision and to the utmost dedication. Broad knowledge in customer service with wide range of linguistic asset with creativity. Bright leadership qualities and inspiration to others in team work. ‘Can Do’ attitude, hard work, confidence personality, high motivation & always willing to work.

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| **HIGHLIGHTS OF QUALIFICATION** |

* Expertise in all aspects of accounting, including accounts payables, accounts receivables, financial reporting, payroll administration, bank reconciliations, and tax accounting.
* Perform a wide variety of functions involved in the maintenance of financial records and other business services.
* Assist in the preparation of related budgetary records and reports.
* Detail oriented & organized with strong problem solving skills and exemplary attention to details.
* Respected team player who is willing to do whatever is necessary to get the job done.
* Excellent written and verbal communication skills.
* Highly trustworthy, discreet and ethical.

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| **KEY SKILLS AND COMPETENCIES** |

* Good all round Financial Accounting Knowledge.
* Knowledge of Accounts Payable & Receivable processes and procedures.
* Commitment towards work and enthusiasm to learn.
* Excellent communication skills, flexible, fast learner and trustworthy.

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| **ABILITY AND STRENGTH** |

* I am a highly motivated individual who is always willing to put that extra bit of effort into any assignment that I undertake.
* My strongest assets I believe are my ability to concentrate for long period of time, my willingness to confront difficult problems and the will to perform under pressure

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| **PERSONALITY TRAITS** |

* Strong motivational and leadership skills.
* Exceptional client handling skills.
* Ability to work under severe pressure, to get along with everyone
* Excellent experience in achieving targets execution of projects
* Excellent communication skills
* Unmatchable communication skills in written and verbal both.
* Ability to work individual as well as in team

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| **PROFESSIONAL EXPERIENCE** |

* Successfully completed practical oriented training program ‘ **ACCOUNTING** **WORK PRACTICE & JOB SKILL TRAINING** ‘ with **SPANGLE ACADEMY** ,Kannur, Kerala, India for 6 months.

**Key trained Areas :**

* Accounting & Taxation – Theory
* Practical in Indian & Foreign Accounting ( Tally ERP.9 , Peachtree , Quickbooks)
* Different company based practical training
* Managerial skill training.
* 2 years of Experience as an accountant in **Nikshan electronics, Kannur, Kerala.**
* Currently working in Nikshan **electronics, Kannur**.

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| **RESPONSIBILITIES** |

* Maintain All Accounting voucher entry.
* Maintain Bank Reconcilation and Reconcilation of Debtors & Creditors.
* Maintain Journal Entry Sale, Purchase & Exp Invoice.
* Maintain day to day books of accounts in Tally.
* Maintain Internal Audit: Store And Accounts Book.

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| **EDUCATIONAL QUALIFICATIONS** |

* **M.Com.(Master of Commerce)** - 2011 at Bharathiar University
* **B.Com. (Bachelor of Commerce)** – 2009 at Nalanda college, Eachur, Kerala.
* **Plus Two** – 2006 at K.P.C.H.S.S, Pattannur, kerala.
* **S.S.L.C (+10)** – 2004 March at Kadamboor Higher Secondary School, Kadamboor, Kerala.

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| **PROFESSIONAL SKILLS** |

* Knowledge of Tally 7.2& 9.0 ERP & ERP Software.
* Knowledge of Ms-Office, MS Excel, Internet
* knowledge of Sales Tax, TDS, Service Tax

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| **TECHNICAL EXPERIENCE** |

* Expert Knowledge in computer related operations.
* Windows XP, Windows 7 .
* MS 2007-Word, Excel, Power Point.
* Internet Operations & E-mail handling

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| **TRADE SKILLS** |

* Plan, organize, and perform professional level budget and accounting duties.
* High-energy hard working, deliverable oriented, adaptable and sincere.
* Stay focused Seek result with Perfection.
* Team player with ability to interface with application developer and team member.
* Work independently with general supervision.
* Strong communication and influence management skill.

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| **DECLARATION** |

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