**CURRICULAM VITE**

**VARUNDAS**

**OBJECTIVE:**

Seeking a professionally challenged position in the field of commerce in a growth oriented organization. I will apply the knowledge and experience which I have acquired to lead the organization and self to further heights

**FUNCTIONAL AREA:**

 **Accounting**

**PROFESSIONAL SKILL:**

1. Excellent knowledge of various aspects of Accounting.
2. Ability to work effectively within a team environment, as well as take ownership of individual assignments

**ACADEMIC QUALIFICATION:**

 1. **Secondary School Leaving Certificate Examination** (Board of Public Examination, Kerala)

 2. **Plus Two** (Board Of Higher Secondary Examination)

 3. **B.COM Computer Application**

 ( MG University, Kerala

**SOFTWARE EXPOSURE:**

 Office Packages : **M S Office**

 Accounting Packages : **Computerised Accuonting in Tally**

**WORK EXPERIENCE :**

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| Period : July 2014 to July 2016 |

Company : **Kaipamangalam Service co-operative Bank F899**

 Thrissur-Kerala

Designation : **Accountant**

Nature of Duty: 1. finalization of accounts

 2. Maintaining cash book, bank book, sales, purchase and journal.

 3. Handling other office related works.

Period : January 2014 to June 2014

Company : **CONSULT INN ASSOCIATES,KOCHI**

Designation : **Assistant Accountant**

Job Profile : 1.Accounting and Auditing of Company Accounts.

 2.Tax consulting and E-filling monthly returns.

 3. Preparation and Finalization of Financial Statement.

 4. Purchase cost verification and stock taking of the companies.

**PERSONAL INFORMATION:**

 Date of Birth : 18-03-1992

 Nationality : Indian

 Sex : Male

 Marital status : Single

 Languages Known : English, Malayalam, and Tamil.

**PERSONAL QUALITIES:**

 Excellent Interpersonal skill

 Hard worker

 Honest and Reliable

 Ability to work unsupervised

**Job Seeker First Name / CV No: 1815588**

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