RESUME

###### Objective:

Looking to join an organization that offers opportunities for advancement and to utilise my exceptional knowledge in Administration and Management in more challenging work positions, where my capabilities can be exploited for the growth of the firm and provides ample scope for career growth.

###### Experience:5 years in Accounts,Finance and Administration

* Last worked at Inchakadu, Mylom P.O, Kottarakkara

(General Merchant & commission Agent – Dealer of Provisional goods such as Rice, Chilly, Coriander, Maida, Rice flour, Peas dhall, pulses, jiggery etc.) as accountant from 2014 may June 2016

* Also worked at **Daksha engineering** PUNE from September 2013 to March 2014 As accountant
* Also worked as accounts assistant at **Aero World Travels ( Authorized passenger sales of Uzbekistan Airways In India)** for 9 months
* Worked as **ACCOUNTS ASSISTANT**in Adoor Baby & Associates(Govt. authorized Tax Practitioners)Kottarakkara,Kerala,India(**period June 2011 to at June 2013**)

###### Academic Profile:

 **B.COM with Computer Taxation**

• From NSSCOLLEGEPandalamwith 48% Marks.

• Under KeralaUniversity.

* Year of study-2008-11.

**Plus Two**

• From Govt.Higher Secondary School, Kulakkadawith 72% Marks.

• Under Board of Higher Secondary Examinations.

* Year of study-2007-08.

**SSLC**

• From Govt.PVHSSchool,Perumkuamwith 75% Marks.

• Under Kerala Public examinations.

• Year of study-2008.

###### Area of Interest:

* Finance
* Administration
* Marketing

###### Technical Skills:

Operating System **:**Windows VISTA, XP, 98

Office Suit **:** Microsoft Office, AS400

SOFTWARE **:**Tally ERP9

* Efficient with hands of experience in MS Office (Word, Excel, Power Point)

###### Personal Profile:

Sex : Male

Date of Birth :16thNOV1990

Nationality : Indian

Marital status : Single

Languages : English, Hindi, Tamil and Malayalam

Strength : Communication skill, Leadership Skills, Adaptability, TeamBuilding

**Visa staus** : **VISTING VISA EXPIRES ON 24/10/2016**

###### Declaration:

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

|  |
| --- |
| **Arun Jacob – 1850790**To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on email: cvcontacts@gulfjobseekers.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |