

Contact HR Consultant for CV No: 324660

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**OBJECTIVES**

To pursue a long term carrier in an Organization where my Qualifications, Skills and Experience would be an asset and where I can learn to attain the greatest possible heights, while contributing my best towards the growth of the organization with my never give up attitude, Positive Thinking and Hard Working.

# ACADEMIC QUALIFICATIONS

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Board/University** | **Institute** |
| B.Com | University Of Calicut | Atheena College |
| XII | State syllabus | G H S S Manalur |
| X | State syllabus | H S Anthikad |

**PROFESSIONAL SKILLS**

* Good communication skill & analytical skill.
* Confident, Organizer, Punctual, Honest.

# COMPUTER SKILLS

* MS OFFICE
* Tally ERP 9

# HOBBIES

* Listening music
* Stamp collection
* Bike riding

# LANGUAGES KNOWN

1. English : Read, Write & Speak
2. Malayalam : Read, Write & Speak
3. Hindi : Read, Write & Speak
4. Kannada : Speak
5. Tamil : Speak

# WORK HISTORY

# Accounts Executive. September 2015 to October 2016

AUTOBAHN TRUCKING CORPORATION PVT LTD. Kerala, India

* + Handling of all book keeping functions including preparation of Purchase Orders, Invoices, cheques etc.
  + Deductions and ensuring timely payment and issue of TDS certificates.
  + Custody of confidential files such as Original Certificates, Original agreements and Employees Data files.
  + Debtors follow up.
  + Handling of Petty Cash.
  + Income Tax Computation and return filing.
  + Bank reconciliation
  + Computation and Filing of Returns for VAT, Service Tax , FBT, ESI, Professional Tax, Provident Fund etc and Income Tax ( for salaried employees)

**Accountant**  February 2015 to August 2015

CELEBRUS CAPITALS Kerala, India

* + Independent handling of all book keeping functions
  + Ledger Scrutiny & Expenses Schedule.
  + Bank Reconciliation Statements & reporting on the fund availability.
  + Custody of confidential files such as Original Certificates, Original agreements and Employees Data files.

**Accountant**  February 2012 to October 2014

JALADHIJA ENTERPRISES,Bangalore, India

* Independent handling of all book keeping functions including preparation of Purchase Orders, Invoices, cheques etc.
* Daily Bank Reconciliation Statements & reporting on the fund availability.
* Handling of Petty Cash.
* Ledger Scrutiny & Expenses Schedule.
* Computation and Filing of Returns for VAT, Service Tax , FBT, ESI, Professional Tax, Provident Fund etc and Income Tax
* Deductions and ensuring timely payment and issue of TDS certificates.
* Preparation of salary Structure, Payroll processing and generation of pay slips.
* Internal auditing compliance and coordinating with statutory auditor

**Auditing Assistant** January 2011 to December 2011

O C Mathew & Co Bangalore, India

* Audit training covers internal audit, Stock Verification.
* Computation and Filing of Returns for VAT, Service Tax
* Income Tax Computation and return filing.
* Bank reconciliation of companies.