

Contact HR Consultant for CV No: 327577

E-mail: response@gulfjobseekers.com

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**OBJECTIVES**

 To build up my knowledge and experience for a challenging career and contribute constructively to the concern being right there on job. I am looking for a professional work environment where in I can realize my objective by being a team player and at the same time contribute to the long term vision of the organization.

**PROFESSIONAL EXPOSURE**

**VANITHA CO- OPERAVTIVE SOCIETY** ,Kerala ,India

Accountant,( 16th march 2016-30th September 2016) 6 months ..

**Main Responsibilities:**

* Preparation of day book ,ledger, and finalization .
* Recording and managing of accounts payable and receivable.
* Tax calculation bank reconciliation adjustment accounts Etc.
* Answering queries and enquiries from customers for clearance of accounts.
* Work with ‘PACSware’ software and spreadsheet.
* Deposit cash at bank on daily basis.
* Recording and processing salary for the staffs.
* Coordinating with auditing department.
* Receiving payment by cash and cheque.

**PROJECTS /ACHIEVEMENTS**

**Project Title:** **Working Capital Management**

Company Name: **MILMA Ltd**. is a Union of more than 1000 village level dairy co-operative societies located in the six northern districts of Kerala State in South India.

Duration: 42 Days.

Guided By: Mr. Jacob Thomas(Senior Finance Manager-Milma Ltd)

**COMPUTER PROFICIENCY**

* ERP 9 ( Certified professional accounting software)
* Tally ( Financial accounting program )
* MS office.

**EDUCATIONAL QUALIFICATIONS**

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| **Course** | **Institute** |  **Percentage of mark** |
| MBA | School of management studies . Calicut university | Course completed |
| B.com ( Co-operation) | EMEA College, Calicut University |   52% |
| Plus 2(12 th) | Kerala state Educational Board. |  73 %  |
| S.S.L.C  | Kerala state Educational Board |  70% |