. Sarath

[Sarath.332061@2freemail.com](mailto:Sarath##.332061@2freemail.com)

**Career Objectives:**

To be part of a growing and reputed organization and to contribute to achieve the organizational goals through hard work, dedication, and innovation by utilizing my skills in a real business scenario.

To have a challenging and satisfying career and to work as part of a team to meet the standards of the organization.

**Work Experience:**

Worked in U4IC INTERNATIONAL PVT LTD as **Accounts Assistant** from September 2015 to September 2016

**Job Responsibilities:**

1. Handling of Cash
2. Petty Cash Management
3. Bank Reconciliation
4. Inter Company Reconciliation
5. Purchase and Payments
6. Statutory works include PF/ESI
7. Dealing Employees Salary
8. Maintaining muster roll and wages register
9. Maintaining day to day records of Company

**Computer Skills:**

Expert in Tally

Expert in MS Excel

**Skill Summary:**

Time management skills

Team player and adaptable to the learning environment Dedication and full commitment towards work

Punctual, dedicated and consistent towards my work.

**Educational Qualifications:**

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|  | **Course** |  | **Institute** | **Year** | **%** | **University** | **Specialization** |  |
|  |  |  | |  |  |  |  |  |
|  | **M.Com** | D.B College, | | 2015 | 60% | University of | Finance |  |
|  | Sasthamcotta | | Kerala |  |
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|  | **B.Com** | S.N College, | | 2013 | 75% | University of | Computer |  |
|  | Chengannur | | Kerala | Application |  |
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|  | **HSC** |  | GVHSS, | 2010 | 78% | Kerala State | Computer |  |
|  | Chunakkara | | Board | Application |  |
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|  | **SSLC** |  | GVHSS, | 2008 | 70% | Kerala State | --------- |  |
|  | Chunakkara | | Board |  |
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| **Project Study:** | |  |  |  |  |  |  |  |
|  | Topic | **:** Security Analysis and Portfolio Management | | | | |  |  |
|  | Duration | **:** | 1st May 2015 to 31st May 2015 (1 month) | | | |  |  |
|  | Details | **:** | An Analytical Study of Five Selected IT Companies. | | | |  |  |

This study concentrated on IT industry only. Though, the study was based on five selected companies, the results shows the general trend in the IT sector as investment avenues. It is an attempt at analyzing the financial strength and future investment prospective in the IT sector. The study helps to gain an understanding and knowledge of securities as an investment tool. General objectives of the present study are to analyze the share price movement of the selected IT companies and the construction of investment portfolio.

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**Declaration:**

I hereby declare that the above statements are correct to the best of my knowledge and belief. If given a chance to work in your esteemed organization, I assure you to deliver my duties to the fullest satisfaction.

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