**RESUME**

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**VISHNU**

**Email id:** **VISHNU.332885@2freemail.com**

**Date of Birth: 12th September 1992**

**Nationality: Indian,**

**Career Objective**

**To begin an executive position in the Human Resource Department. Agreed to take up positions in an enterprising and growing organization. To achieve personal development by being accountable and responsible to the assigned tasks.**

**Career Snapshot**

* **A dynamic and multitalented professional with exceptional financial knowledge having degree of MBA.**
* **A qualified accountant with in-depth knowledge in financial management of an organization.**
* **Proficient in giving valuable decision and taking feedback from the employees.**
* **Adaptable and a quick leaner with an ability to deal with pressure.**
* **Possessing good leadership and communication skills.**
* **Inspirational mentor, motivator, and build up confidence among the colleagues in the department.**

**Key Responsibilities Handled**

* **Analyzing the requirement of organization.**
* **Handling of Finance Management, Purchase department, inventory management and Secretarial works.**
* **Assist the Financial department for making the salaries of employees.**
* **Fully responsible for timely closing of books of accounts of all reporting divisions.**
* **Preparing documents for ISO certification.**
* **HR/Payroll Administration.**

**Academia**

**Masters in Human Resource Management from National Institute of Business Management with B+ Grade.**

**Educational Qualification**

* **Passed CS foundation.**
* **Bachelor in commerce from University of Calicut with 75% in 2013.**
* **Certificate in Financial Accounting (Tally And Microsoft Office) from Desiya Computer Saksharatha Mission, Trivandrum**
* **H.S.C in Commerce from S.N.D.P.H.S.S Palissery School with 82% in 2010.**
* **S.S.L.C with 78% from St. Joseph’s H.S Poovathussery in 2008**

**Technical Skills**

**Operational knowledge in Windows Package, Internet knowledge, email communications.**

**Work Experience**

* **Working as Junior accountant in** **Kannan’s Group of Companies(Industrial Machinery Equipment) from February 2015**
* **As a trainee, I have gained exposure in the functioning of HR department, Purchase department, Inventory management and Secretarial works.**

**Personal Details**

* **Sex : Male**
* **Marital Status: Single**
* **Religion & Caste: Hindu, Warrier**
* **Languages known: English, Malayalam, Hindi, Tamil**

**Extra-Curricular Activities**

* **Percussionist (main Instrument: Thabala).**
* **N.C.C. ‘C’ level certificate holder.**
* **Singer**

**Declaration**

**I hereby declare that the above mentioned details are true to the best of my knowledge and belief.**