**RESUME**

**CARMEL**

Email: carmel.335090@2freemail.com

**CAREER OBJECTIVE:**

To work with a reputed organization which provides challenging environment, encourages continuous learning, creativity & exposure to new ideas and cultures which stimulates personal as well as professional growth.

 **EXPERIENCE:**

**Audit Assistant (July 2015 to Oct2016)**

**A.JOHN MORIS & CO., Chartered Accountants, Nagercoil** reputed Chartered Accountant firm with 11 partners and five branches all over India.

**My work includes:**

Carried out Internal Audit of Non-Government Organizations, Educational Trusts, Dairy Companies, the exertion involved Voucher Checking, Stocks Verification, and finalization of Balance Sheet and Income and Expenditure statements.

Preparation of Bank Reconciliation Statement, Profit and Loss account, Balance sheet, Notes to Balance Sheet and Schedules.

Accounting & Book keeping and maintenance of bills and records for clients and preparing the books of accounts till Finalization.

Dealing with telephone and email enquiries.

Creating and maintaining filing systems.

Arranging in-house and external events.

Manipulating statistical data.

Training and supervising junior staff and delegating work as required.

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| EDUCATION QUALIFICATION |
| Name of the course | University | Principal Subject | Year of passing |
| MBA  | Anna University, Chennai, Tamil Nadu, India | HR & Finance | 2015 |
| BBA | Manonmaniam Sundaranar University, Tirunelveli, Tamil Nadu, India | HR & Finance | 2012 |

**Accomplishment:**

* I’ve attended various sports competitions in school and college.
* I’ve attended cultural in school and college level.
* I had played as district football player in my school.

**Soft skills:**

* Application : Tally ERP 9,
* Microsoft Application : Microsoft Office & MS Excel.

**PERSONAL INFORMATION**

Name : CARMEL

Date of birth : 18-03-1992

Age : 24

Gender : Male

Address : Al Nahda, Sharjah

**PASSPORT DETAILS**

Date of Issue 17/06/2016

Date of Expiry 16/06/2026

Visa Status Visit Visa valid upto 08/02/2017

**DECLARATION**

I hereby declare that all the above mentioned information’s are true to the best of my knowledge

**Date:**

**Place:**