**CURRICULUM VITAE**

**AJAI**

**AJAI.335514@2freemail.com**

**OBJECTIVE:**

To obtain an accounting position where I will be able to contribute my skill, knowledge and

experience to a company that will give me an opportunity to develop a career.

**EDUCATIONAL QULIFICATION:**

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| **ACADEMIC COURSE** | **NAME OF COLLEGE** | **BOARD/UNIVERSITY** | **YEAR OF PASSING** |
| B.Com(Bachelor degree in commerce) | St.Johns College,Anchal , Kollam, Kerala | Kerala University | 2013 |
| Higher Secondary  | G.V.H.S.S, YEROOR,Kollam, Kerala. | Kerala State Board of HSE.  | 2010 |
| SSLC. | A M M H S, Kollam,Kerala. | Kerala State Board of High School Education | 2008 |

**WORK EXPERIENCE:**

Name of the Company : GSPU & ASSOCIATES, TRIVANDRUM

Nature of Company : Chartered Accountant firm registered to render audit, financial management

Consultancy Services in India, specialize in the fields of Accounting, Auditing, Taxation, etc.

#### Designation : Assistant Accountant

Experience : 3.0 year

Job Description : Assisting large corporates to produce accurate financial and

management accounting information on which financial decisions are based. Also involved in

Compiling financial reports and balance sheet analyses, whilst working to strict deadlines.

**PERSONAL TRAITS**

* Easy adaptive with changing environment, and ability to interact with people of different attitudes.
* Organised and able to deal with multiple workloads at the same time.
* Reliable, punctual, professional and competent.
* Ability to deal with large quantities of financial data.

**COMPUTER SKILLS:**

* Good IT systems knowledge and be able to adapt to new procedures quickly.
* Experience in using TALLY ERP 9 (Accounting Software)and other similar accounting systems.
* Well-versed in Microsoft office.
* Completed Diploma in Financial Accounting.

**PERSONAL INFORMATION**

DOB : 09-11-1991

Sex : Male

Nationality : Indian.

Language Known : Malayalam and English

**Declaration:**

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