****RESUME

JAMES

**EMAIL:** [JAMES.337454@2freemail.com](mailto:JAMES.337454@2freemail.com)

CAREER OBJECTIVES:

To provide best services to an organization that gives an opportunity to utilize my knowledge and skills and to be a part of organizational excellence.

WORK EXPERIENCE:

Work experience in India (May 2014 – December 2016)Organization : H.L. Rao & Associates Role : Accountant/Auditor (May 2015 – December 2016) Responsibilities:

* Maintaining day to day Accounts.
* Independently handling accounts of Professional and Proprietary Concerns, Partnership Firms, Companies as well as Firms and Trusts.
* Preparation of Financial Statements viz. Audit reports, Profit & Loss account, Balance sheet, Income & Expenditure, Receipt & Payment account, etc.
* Valuation and Preparation of Closing Stock statements, Reconciliation Statements, Tax computation viz. Income tax, Sales tax , Service tax , Vat, TDS, etc.

Organization : Big Bags International Pvt. Ltd (May 2014 – April 2015)

Role : Human Resource Executive

Responsibilities :

* Recruitment Process.Campaigned in various places for hiring manpower requirement. Providing punching numbers to employees & updating it.
* Check list of company vehicles & updating it, Checking due date of insurance, emission test of company vehicles & updating it.
* Late coming & early going report of employees, OT calculation, Transportation & Canteen costing, Conducting various cultural programs for employees.

ACADAMICS:

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| --- | --- | --- | --- |
| Educational Qualification | Institution | Marks  (%) | Year of Passing |
| B.com | St Aloysius College Mangalore  (Autonomous) | 60.10 | 2014 |
| PUC | St Raymonds Pre-University  College, Mangalore | 77 | 2011 |
| SSLC | St Rosa Mystica High School,  Mangalore | 64.16 | 2009 |

PROJECT DETAILS:

* Did project work on “Loans and advances of syndicate bank, Mangalore. (January- March 2014)”.

COMPUTER SKILLS:

Operating system, Microsoft Word, Excel, Outlook, Power Point, (ERP), Tally (ERP 9),

Busy, Peachtree.

EXTRA CURRICULAR ACTIVITIES:

* Participated in collage competition and won first price.
* Had been part of the planning committee for the ACME-College fest.

AWARDS:

* Represented the college team in cricket and won various awards in it.
* Represented the college team in football and won various awards in it.

PERSONAL DETAILS:

Date of Birth: 11th July 1993

Linguistic Abilities: English, Hindi, Kannada, Konkani

Strengths:

* Optimistic and a quick learner
* Strong communication and interpersonal skills
* Self-motivated, dedicated and meticulous approach to work

DECLARATION:

I hereby declare that the above information is true to the best of my knowledge.

Date: 22-01-2017

Place: Abu Dhabi