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**DEEPU.337788@2freemail.com**

**DEEPU**

Dear Sir,

I introduce myself as self-motivated and able to work effectively in multitask, intense working environment. This is to bring before your good self for you sympathetic consideration & favorable necessary action. I would like to apply for the suitable post in your reputed company. I attached my resume with this letter.

I am waiting for your warm reply regarding the application for the job.

Please see my resume for additional information on my experience

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

####  *OBJECTIVE:*

**Seeking to handle responsibility and challenging assignments to harness my skills, knowledge and achieve recognition. I want to be a part of environment that promotes team effort and provides opportunity for growth as carrier advancement while making a significant contribution to my employer organization.**

HIGHLIGHTS OF QUALIFICATION

**Educational Qualification**

**Master of Commerce**

 Marks : 62 %

 University : M.K University

**Bachelor of Commerce with Computer Application**

Marks : 53.7%

Institutions : Regional College of science &humanities, kizhissery. Malappuram

University : University of Calicut

**Plus Two Commerce**

Marks : 62%

Institution : G.V.H.S.S Poonoor

Board : Kerala state Board

**Secondary School Leaving Certificate (SSLC )**

Marks : 58%

Institution : Holy Family Higher Secondary School Kattippara

Board : Kerala state Board

**Professional Qualification**

**Accounts Manager Course & CPA**

Institution : Tax Study Centre, Calicut (AuthorizedTrainingCentre of SIDCO&UCPL)

**Computer course : TALLY E.R.P 9**

Institution : GIIT . Calicut

 (Member CNRI of India Center for Development of Imaging Technology GovtKerala}

*PROFESSIONAL EXPERIENCE*

* 3.5Year**experience as Accountant in QATAR (Company: AL Rawabi Group.W.l.l -04-07-2013 Started. Large Hyper Market ,Super Market .Whole sale &Retail ,Distribution ,Cafeteria & Restaurant –Group )**
* **4 Months experience as an Accountant executive in India (Gopu Nandhilath Group ,Division of Nandhilath Group - Kerala’s Largest Home Appliance Group-2012-2013)**
* 6 Months Experience as an Accountant Executive and Administrative Staff in India

 [Hankco Marketing and exports - Food & Drinks Manufactures]

* **2 Year Experience as an Accountant in India ( Malabar Agro Industries Kozhikode Kerala)**

***COMPUTER EDUCATION:***

* **MS office (Proficient with Word, Excel and PowerPoint, Peachtree and Internet.)**
* **Diploma in computerized Financial Accounting (Tally 9)**

**Accounting Software Experience**

* Experienced in Tally ERP 9 & 9.3 Software at India (3years).
* **Experienced in FOCUS accounting software (3.5 years )**
* **Experience in Peachtree & Prime Accounting Software’s(1 year)**

***STRENGTH:***

* + **Willingness to learn innovative methods and techniques.**
	+ **Ability to lead and also the willingness to follow the leader.**
	+ **Communication skill, Interpersonal skill.**

MAJOR RULES:

* **Writing up of book and finalization of accounts of Retail, Wholesale (fmcg), Trading, Manufacturing, Service, and Nonprofit Organization.**
* **Preparation and Maintains of various registers like Purchase Register, Sales Register, and Journal Register, Debit Note Register Credit note Register Stoke Register Post Dated Cheque (PDC) Register etc.**
* **Computerization of accounts of almost all type s of business organization using FOCUS and Tally ERP 9.3 versions**
* **Preparation of various accounting reports like Yearly Financial Statement, Balance sheet, Ageing Analysis, income and expenditure statements, Bank reconciliation statement etc.**
* **Preparation and filling vat return income tax return service Tax return, TDS return EPF return. And E -file and E –Payment.**

***PERSONAL SUMMARY:***

 **English & Hindi & (Some Arabic) communication.**

***DUTIES AND RESPONISIBLITIES:***

* **Preparation of monthly P&L account**
* **Preparation of monthly Analysis report**
* **Posting Ledger of Debtors & Creditors account**
* **Properly Posted purchase bill day to day.**
* **Posting received cheque, issue cheque & PDC posted on the bank books.**
* **Bank reconciliation statement**
* **Sundry Debtor account handle and outstanding follow up.**
* **Maintain. Debtors/creditors account reconciliation**
* **Maintain stock ledger computerize & manually.**
* **Implement financial policies and procedures**
* **Establish and maintain supplier accounts**
* **Prepare income statements**
* **Maintain financial files and records**

***LANGUAGES KNOWN:***

|  |  |  |
| --- | --- | --- |
| **Read** | **Write** | **Speak** |
| **English** | **English** | **English** |
| **Malayalam** | **Malayalam** | **Malayalam** |
| **Hindi** | **Hindi** | **Hindi** |

***DECLARATION:***

**I hereby declare that the above furnished information is true to the best of my knowledge and belief.**