**CURRICULAM VITAE**

**EMMANVEL**

[**EMMANVEL.338413@2freemail.com**](mailto:EMMANVEL.338413@2freemail.com)

**Objective:**

**OBJECTIVESective:**

Challenging careers in a Company where I can keep myself improving constant learning and provide perpetual value addition to the company as well.

**ACCADEMIC QUALIFICATIONcadalification**

\* Degree B.Com (Periyar University)

\* Higher Secondary - Kerala Higher Secondary Board

\* Secondary School Leaving Certificate (SSLC) - Kerala General Education

Department

**PROFESSIONAL QUALIFICATIONProfessional Qualification**

\* IT Enabled Services (Dr. Reddys Foundation) (MS Office)

\* Diploma in Advanced Accounting Program (Tally ERP 9)

**EXPERIENCE SUMMARYE**

**Currently working in LULU EXCHANGE UAE**

**SIGNSOLUTIONS (P) LTD as an Accountant (8th April 2012 to 15th March 2015)**

**Responsibilities:-**

* Daily bank deposit and reconciliation
* Preparing receipt and payment voucher
* Preparing Cheque for suppliers
* Fund transfer and corresponding entries.
* To raise invoice to all tenants.
* Maintaining stock ledger and assisting stock verification . **SUMMARY**

**\* One** year of experience as a **Relationship Manager in Religare Security LTD (9th SeP.2010 to 19th Sep.2011)**

**Responsibilities:-**

\* Account Opening and Acquiring new Clients

\* Providing information about Equity Trading and commodity trading

\* Reporting to Branch Manager

**SKILLSs**

\* Good communication and interpersonal skill

\* Excellent management skill

\* Dedication and hard working attitude with a positive outlook towards work.

\* An excellent team player

**LANGUAGES KNOWNguages Known**

\* English

\* Hindi

\* Malayalam

\* Tamil

**TRAINING CERTIFICATETraining certificate**

Religare Academy (9TH July - 2011)

**PERSONAL DETAILSersonal DETAILS**

Date of Birth : 10/06/1988

Religion & Caste : Christian

Sex : Male

Marital Status : Bachelor

Visa status : work permit

Nationality : Indian

**DECLARATIONDeclaration**

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