**Career Objectives**

To position myself in a growth-oriented organization and to have a challenging career in **Finance and Accounts**. To compete & succeed as one of the best performers who contribute to the growth of the organization ad grow with the organization.

**Educational Qualifications:**

* **MBA (Finance & Marketing)** from Anna university, Excel Business School , Erode, Thamilnadu, India **[2012]**
* **Bachelor in Commerce** from MG University, Kottayam, Kerala, India **[2010]**

* **Higher Secondary** from NSS VHSS MUNDATHICODE Thrissur, Kerala, India **[2007]**
* **SSLC** from CMS HSS Thrissur, Kerala, India **[2005]**

**Work Experience:**

* **Accounts officer** at **POORAM FINSERV PVT. LTD.**

**(NBFC,** Kerala, India**) [2014 June – 2016 December]**

**Job profile:**

**As Accounts Officer:**

* Day to day posting of transactions and maintaining company accounts.
* Day to day fund management for 19 branches and Head office.
* Preparation of monthly profitability reports.
* Preparation of Quarterly financial statements.
* Managing bank accounts and liaison with banks.
* Scrutinizing ledgers.
* Processing of bills and payments as per company policies and various statutory enactments.
* Coordinating with internal audit department and monthly follow up of audit queries.
* Preparation of MIS reports as required by the management.
* **Internal auditor** at **Kosamattam finance Ltd.-**

**(A leading NBFC in India) (2013 June – 2014 May)**

**As an Internal Auditor**

* Examining company accounts.
* Performing different branch visits of the company at every month
* Preparation of monthly comparison reports and statements
* Attend company meetings & making minutes of meetings.
* Auditing all transactions and documents relating to the firm & preparing necessary reports.
* Present audit reports to the Board and committees to identify areas requiring attention and ensure implementation of any actions agreed.
* Ensure that there is no default in the Systems and Procedures of the company.
* **Audit executive at BRD group of companies (2012 oct – 2013 may)**

**STRENGTHS**

Positive mind, Trustworthy, team player, Taking responsibility, Leadership quality, Team Worker, Social Service

**COMPUTER PROFICIENCY**

PACKAGES : MS Office

ACCOUNTING PACKAGES : Tally, Peach tree

**ADDITIONAL QUALIFICATION**

* Have participated in many management events
* Have participated in national level conference

Personal Strengths

* Quick Learner
* Smart worker
* Energetic

**Hobbies**

* Reading books
* Music
* Cricket

**Languages known**

* English
* Hindi
* Malayalam
* Tamil
* **Audit executive at BRD group of companies, Kerala, India.**

**(2012 oct – 2013 may)**

**Computer Proficiency**

Packages : MS Office

Accounting packages : Tally

**Accountant skills:**

Accounting, Corporate Finance, Reporting Skills, Attention to Detail, Deadline-Oriented, Reporting Research Results, Confidentiality, Time Management, Data Entry Management, General Math Skills.

**Achievements /key roles held:**

* Member of management Events
* Participation in paper presentation

**Personal Traits**

* Self-driven personality coupled with problem solving attitude.
* Good co-ordination and co-operation with the team.
* Adept at learning and adaptable to diversified work environment.
* Good learner & good performer both in team & independent environment

**References**

References will be gladly submitted upon request.

**Declaration**

I hereby declare that all the above furnished details are true to the best of my knowledge and belief.