

Contact HR Consultant for CV No: 341572

E-mail: response@gulfjobseekers.com

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**CAREER OBJECTIVE**

To be considered for a suitable job where my experience, qualification, creativity, ability, efficiency and hard work would be recognized as the most valuable assets and which in turn would result in the prosperous growth of the organization and self.

**CAREER SUMMARY**

* Have 2 year experience as accountant in M/s Marymatha Construction Company, Muvatupuzha, Kerala, India.
* Good Computer Working skills in MS Office and Internet Applications.

**QUALIFICATION**

Professional Qualification:

MBA from Presidency College, Bangalore, India [Bangalore University] with 59% in Finance & Marketing in 2014 August

Academic Qualification:

* B.Com with Computer Application from St.Joseph’s College, Moolamattom [M.G University, Kerala, India] with 66% in 2012 March

**COMPUTER KNOWLEGDE**

* MS Word
* MS Excel
* Power point
* Tally ERP.9

**ACADEMIC PROJECT**

* “A study on Consumer perception of internet banking and customer relationship with special reference to ICICI bank”, Bangalore
* Learnt why customers give more preference to internet banking
* To learn what are the rights of customers in internet banking.

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**ACADEMIC INTERNSHIP**

* Company: Nagarjuna Herbal Concentrates Pvt Ltd. Thodupuzha[Organizational study] Duration: 2 Months
* Responsibility: A study about NagarjunaHerbal Products

**PROFESSIONAL EXPERIENCE**

* Prepare Day Book and Statements.
* Bank Reconciliation
* Monitoring inventory.
* Order office stationery & supplies
* Collection and control Accounts Receivables.
* Prepare payments
* Periodic Reconciliation of all major accounts and corrections.
* Preparing job cards for vehicle repairing and servicing
* Prepare Payroll
* Assist for month-end and year-end closure process.
* Assist to prepare of Financial Statements and schedules.
* Assist for financial audit and audit process
* Assist for budget preparation and financial forecasts.
* Accurate and Appropriate recording of financial transactions.
* Assist with all other office administrative duties.
* Monitor and support taxation issues

**KEY-STRENGTH**

* Excellent written and verbal communication skills
* Excellent with time management
* Very professional, got a good record of working history
* Honest, Hardworking, Disciplined and well organized work habits with ability to function effectively
* Ability to work under minimum supervision

**PERSONAL DETAILS**

Date of Birth : 03-04-1991

Nationality : Indian

Marital Status : Single

Religion : Hindu

Languages Known : English, Tamil, Hindi and Malayalam

Hobbies : Music, Playing, Reading & Driving

Visa Status : On Visit Visa

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