 BIO DATA

## **Shine**

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**Career Objective**

Seeking a challenging job profile providing expertise and knowledge to find a work environment which will help enhance my skills and where can be part of a team that appreciates what I do, contribute to the goals of a firm and to seek a position commensurate with my skills and knowledge in an organization of repute.

**Academic Qualification**

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| --- | --- | --- | --- |
| **Examination** | **Passing Year** | **Board /University** | **College** |
| MBA | 2009 | M.G University | SreeSankara College, Kalady |
| B.Com | 2004 | M.G University | St. George College |
| Pre Degree | 2000 | M.G University | De Paul College |
| SSLC | 1997 | Kerala State Board | St. Sebastine Higher Secondary School |

**Computer Proficiency**

* Conversant with windows Applications
* Adequate Knowledge in Accounting Software like ERP, Tally, Excel and Word

**Working Experience**

**May 2012 to till date – Aries Marine and Engineering Services, Sharjah Designation: Senior Accountant**

**Job Responsibilities:**

* Preparation of Budgeting and Analyzing of Reports
* Handling Receivable and Payables
* Preparation of Salary, Incentives, Bonus etc
* Preparing of Management and Financial Report.
* In charge of Branch Accounts
* Maintaining all accounts in tally and in ERP

**August 2009 to May 2012 – Aries Telecasting Pvt Limited, Ernakulam**

**Designation: Accountant**

**Job Responsibilities:**

* Data Entering of all accounts in Tally
* Cash Handling
* Preparing of Management reports
* Handled of both direct and indirect tax
* Handled Service tax, TDS, Income Tax preparation, fillings etc.
* Statutory Audit Assistance.
* Handled Receivable and Payables.

**Year 2008 to 2009 – Save X,Ernakulum**

**Designation: Accountant**

**Job Responsibilities:** Handled all kind of movie distribution work

**Year 2005 to 2008 Vaisakha Distribution, Ernakulum**

**Designation: Accountant**

**Job Responsibilities:** Handled all kind of movie distribution work

**Project Handled**

* Handled DAM 999 Movie project as Chief Accountant as part of Aries Group of Companies.
* Worked as Chief Accountant in St. Dracula Movie-a project of Aries Group of Companies

**Personal Strength**

* Quick learner
* Capable of handling pressure situations
* Good written and verbal communication
* Confident and self-motivated
* Good Inter personal skills
* Good at analytical thinking as well as lateral thinking

**Personal Details**

Date of Birth : 05.05.1982

Nationality : Indian

Marital Status : Married

Language Known : Malayalam, Hindi, English.

Hobbies : Watching Cricket, Playing Football.

**Declaration:**

Hereby I declare the above mentioned details are true with my best of knowledge.