**Curriculum Vitae**

**Akhil**

**Akhil.345524@2freemail.com**

**Objective**

* Seeking a challenging environment that encourages creativity, excellence, new ideas, knowledge & experience.
* To enrich myself by ensuring success in my future endeavour & participate in organization, that provides me an opportunity to do my best and improve myself with latest trends and to be part of them to work dynamically towards the growth of organization

 **Work Experience**

**Maruti Suzuki Indus Motors**Opposite Cochin Shipyard, Perumanur P.O., Cochin

**Work Experience Details**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Name of the Institution*** | ***Employment Period*** | ***Designation*** | ***Department*** |
| **Maruti Suzuki Indus Motors**Ranni, Pathanamthitta, Kerala, India- 689673 | **3.6 Years Experience**03-06-2013 to 27-12-2016 | Permanent StaffAccountant cum Storekeeper In-charge | Accounts, Storekeeping Department |

**Profile**

* 3.6 years of experience as an **Accountant cum Storekeeper In-charge** in Maruti Suzuki Indus Motors, Cochin Shipyard, Ranni Branch.
* Qualified with **Bachelor of Commerce** and doing post-graduation; **MBA in** **Finance Management.**
* Aggressive & capable of working with minimal support and a good deal of autonomy.
* Ability to multi-task, can work under pressure.
* Possess demonstrated ability to work effectively & congenially with employees at diverse levels.

**Computer Knowledge**

* Microsoft Word, Excel, PowerPoint
* DCFM (Diploma in Computer and Financial Management)
* Tally ERP 9
* Peachtree, QuickBooks

**Work Description**

* Developing sustainable relationships with decision-makers.
* Coming up with new strategies.
* Managing the organizational process from start through to close.

**Accounting**

* Prepare, examine and analyze accounting records, financial statements to assess the accuracy completeness and procedural standards.
* Attending network events
* Develop maintain modify and document record keeping, making use of current computer technology.
* Prepare forms and manuals for **accounting & bookkeeping**, personnel & direct their work activities.
* Provide **auditing services** for business & individuals.
* Services as bankruptcy trustees & business valuators.

**Storekeeping**

* Receives stores & issues supplies and equipment in storerooms
* Issues supplies.
* Inventories supplies & equipment at the end of each voyage.
* Complies report of expenditures.

**Accademic Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Course** | **Institution** | **Year of Passing** |
| 1 | **10th** CBSE Board Examination | St. Mary’s Senior Secondary Central School, Ranny  | May 2011 |
| 2 | **Plus Two**CBSE Board Examination | St. Mary’s Senior Secondary Central School, Ranny | May 2013 |
| 3 | **Bachelor of Commerce**Bharathiar University, Coimbatore-46  | IIIT, Pathanamthitta (Indian Institute of Information Technology) | September 2016 |
| 4 | Doing **MBA (Finance Management)** Bharathiar University, Coimbatore-46 | IIIT, Pathanamthitta (Indian Institute of Information Technology) | Doing 1st Year |

**Key Skills**

* Doing everything possible to secure repeat business.
* Negotiating Skills
* Client relationships

**Strengths**

* Organizational development
* Time management
* Adapt ability
* Communication skills
* Openness
* Leadership qualities

**Interested In**

* Chess
* Football
* Swimming

**Personal Information**

Sex : Male

Date of Birth : 21-06-1994

Nationality : Indian

Religion : Christian, Malankara Catholic

Marital Status : Single

Languages known : English, Malayalam & Tamil

**Driving Licence Details**

**Indian Union Kerala State Driving Licence**

**Category Valid From Valid To**

Non – Transport 08/10/2012 07/10/2032

Transport 23/09/2016 22/09/2019

**Classes of Vehicle With Effect from**

Motor Cycle with gear 08/10/2012

Light Motor Vehicle 27/05/2013

Heavy Passenger Motor Vehicle 22/10/2016

Heavy Goods Motor Vehicle 22/10/2016

**Declaration**

All the above mentioned details are true and correct to the best of my knowledge and belief.

Thanking you in advance and looking forward to hear from you in the near future about a suitable vacancy in your esteemed organization.