**CURRICULUM VITAE**

**TINU** **TINU.347870@2freemail.com**

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| GenderMale**DATE OF BIRTH** 31.05.1983**marital status**Married**Nationality** INDIAN**Linguistic Abilities**English, Hindi, Malayalam (Speak, Read & Write)  |  |  | **CAREER OBJECTIVES**To seek a responsible and challenging managerial position within a reputed organization in the field of **Accountant** and invest all my professional skills, valuable experience to the optimum level, to facilitate continued career growth and to produce best results for the organization.**PROFESSIONAL SKILLS*** Good experience in the field of Accounting in a construction company related to all accounting works, Petty cash, Invoice Preparation, Project Insurance works, site cost control and All Banking Operations.
* HR & Administration Experience
* IT Products knowledge

**CERTIFICATIONS*** Diploma in Computerized financial applications

**EDUCATIONAL QUALIFICATIONS*** Masters degree IN finance (M.com) finance passed from m.g university,kerala in 2006
* Bachelor degree in Commerce (B.Com) passed from M.G University, Kerala in 2004
* Attended various training Programs related to management and financial applications

 **COMPUTER PROFICIENCY*** Well experienced in various computer packages including Peachtree, Tally and other system packages. Also very good experienced in MS Office applications.

**OTHER** * Valid Qatar Driving license
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| **PROFESSIONAL EXPERIENCE : Total: 10 years** Company name: Promer qatar contracting co. w.l.lPosition held: SENIOR accountantJune 2008 to till date**About the company:** Promer Qatar is one of the major Construction company in Qatar, having construction with Public Work Authority (ASHGHAL),Qatar Petroleum, Barwa, Mowasalat and many major clients in Qatar.**Responsibilities:*** Responsible for complete accounting operations.
* Financial report up to Balance sheet.
* All subcontract accounting.
* Experience in all Banking Transactions.
* Bank reconciliation
* Responsible for Progress Payment & Preparation of Invoice.
* Cost control related to various sites.
* Cash Withdrawals and handling petty cash.

Company name: Blue YONDER, BANGALORE, Karnataka state, India.Position held: Accountant.December 2007 to May 2008Company name: Wear INDIA, Noida, U.P, INDIA. (Manufacturers and Exporters of Textile items)POSITION**:** **Accountant with additional charge of Office Administration**September 2006 to September 2007**Responsibilities:** * Maintaining stock ledgers, physical stock verification, functions especially computerized stock control. Responsible for maintaining records of employee affairs, Office administration.

Company name: IAT Associates, KERALA.Position: Accounts Assistant. |