**CURRICULUM VITAE**

**TINU** [**TINU.347870@2freemail.com**](mailto:TINU.347870@2freemail.com)

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| Gender  Male **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 | |
| **PROFESSIONAL EXPERIENCE : Total: 10 years** Company name: Promer qatar contracting co. w.l.l Position held: SENIOR accountant  June 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 2008 Company 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. | | | |