****

**CURRICULuM VITAE**

**ABHIL**

**ABHIL.348117@2freemail.com**

**Career Objectives:**

Seeking a good position in an organization where my knowledge will be updated and my skills will be utilized and to enhance my skills through passionate, challenging, career oriented and motivational tasks by working in a dynamic environment in pursuit of a good profession.

**My Strength:**

* Effective in communication, understand and value the team strength.
* Contributor to the team, equally effective working independently.
* Self-motivated and Enthusiastic.
* Quick learner, result oriented and ability to understand a business case.
* Adhere to punctuality and time lines.
* Self- disciplined and forward thinking.

**Academic Qualification:**

* Plus Two - Commerce
* Bcom

**Additional Qualification:-**

* Diploma In Indian and Foreign Accounting
* IAB Certificate on International Financial Accounting.

**Computer Proficiency:**

Tally.ERP 0.9, Peach Tree, Quick books, MS Excel, MS Dos,Ms Office,MS Word, MS Power Point, Internet/Email etc

**Special Interest:**

* Travelling & Listening Music

**Previous Working Experience 1:**

Present Assignment : 01st March 2012 to 22nd February 2014

Designation : Accounts Assistant

Name of Organization : **LuLu International Convention Centre (P) Ltd**

**& Garden Hotel.**

 **P.O Box no: 651. Puzhakkal, Ayyanthole P.O**

 **Thrissur – 680003,**

**Duties and Responsibilities:Reporting to Finance Manager**

* Maintaining Daily Cash and Bank transactions
* Preparation of bank Reconciliation Statement
* Verification of daily stocks with book stock
* Daily voucher entries, preparation of Daybook, Ledger and subsidiaries
* Follow ups to the Outstanding debtors
* Verification of all purchase & sales transactions.
* Preparation of Profit & Loss A/C and Balance Sheet
* Preparation of monthly payroll statements and Attendance register
* Preparation of Monthly Wages Register & Wages Slips
* Preparation of Monthly Muster Roll

**PreviousWorking Experience 2:**

Present Assignment : 25th February 2014 to 31st March 2016

Designation : Accountant/Administrative Officer

Name of Organization : **Al Reef Al AkhtherElectroMechanicalWorks EST.**

 **P.O.Box:14125 –Industrial Area-Abu Dhabi - UAE.**

**Duties and Responsibilities:Reporting to Finance Manager**

* Performed accounts payable functions for project expenses.
* Managed Vendor Accounts, Generating Weekly on Demand Cheques.
* Managed financial department with responsibility for Budgets, Payroll, Accounts payable and Receivable.
* Monitored and Recorded Company Expenses
* Performed General Office Duties and administrative task.
* Maintaining Daily Cash and Bank transactions
* Preparation of bank Reconciliation Statement
* Verification of daily stocks with book stock

**Present Working Experience:**

Present Assignment : 12th June 2016 to 31st January 2017

Designation : Accountant

Name of Organization : **PAVES HOME SOLUTIONS (Distribution Agency)**

 **K.P.NarayanaPisharody Road,**

 **Near Kerala Varma College Road, Thrissur**

**Duties and Responsibilities:Reporting to Manager**

* Managed financial department with responsibility for Payroll, Accounts payable and Receivable.
* Maintaining Daily Cash and Bank transactions
* Preparation of bank Reconciliation Statement
* Verification of daily stocks with book stock
* Follow ups to the Outstanding debtors
* Verification of all purchase & sales transactions.

**Personal Details:**

Name **:** Abhil.

Nationality **:** Indian

Age & Date of Birth **:** 30-05-1991

Marital Status **:** Single

Languages Known **:**English, Hindi, Malayalam and Tamil

Visa Status : Visit

**DECLARATION**

I hereby declare that the above mentioned details are true to the best of my knowledge and belief.