**ASHARUDHEEN**

[**ASHARUDHEEN.348729@2freemail.com**](mailto:ASHARUDHEEN.348729@2freemail.com)

MBA(finance)

**Career Objective:**

To use my analytical, numerical and accounting skills, education and past experience in the field of Finance and Accounts to the growing organization that is mutually beneficial to both myself and company and allow for future growth and advancement.

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| **Professional experience:** |  |  |
| **Organisation** | : | **V K C Group** |
| Designation | : | **Account Assistant** |
| Experience period | : | 14/03/2016- 31/12/2016 |

Job Description: -

* Prepare and verify daily reports.
* Management of petty cash transactions.
* Posting the Purchase, Purchase return, Journal etc.
* Preparation of statutory accounts.
* Performing reconciliations of accounts.
* Ensuring all payments and reciept amounts & records are accurate.
* Working with journals, sales & purchase ledgers and spreadsheets.
* Secures financial information by completing data base backups.
* Maintains financial security by following internal controls.

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| **Part time experience** |  |  |
| **Organisation** | : | **SHABAS Footwear Group** |
| Designation | : | **Retail Accountant** |
| Experience period | : | 01/05/2010- 30/07/2013 |

Job Description: -

* Evaluating daily accounting activities.
* Made entries of daily business transactions in the book of accounts
* Managed accounts payable as per contract terms with vendors and suppliers
* Tallying cash in hand at the end of the day shift
* Update daily stock.

**MBA Projects:**

* Mini Project on ‘**Loans and deposit in Kalladikod Service co** **operative Bank’**.(I months)
* Major Project on ‘**Profitability analysis in Kurikkal polymers’**. (3 months)

**Academic Profile:**

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| --- | --- | --- | --- | --- |
| **Course** | **Institution** | **Board/University** | **Percentage** | **Year** |
|  |  |  |  |  |
| MBA(Finance) | LEAD CManagement, Palakkad | University of Calicu | 70.52% | 2015 |
|  |  |  |  |  |
| B.com | Co-operative College, Mannarkkad | University of Calicut | 66.80% | 2013 |
|  |  |  |  |  |
| Plus two | Govt. HSS Karimba | Secondary board, Kerala | 73.50% | 2010 |
|  |  |  |  |  |
| SSLC | DBHSS Thachampara | State Board,Kerala | 68.30% | 2008 |
|  |  |  |  |  |

**Achievements:**

* I had been privileged for INDEXPO volunteer team, the industrial exhibition conducted by The Kerala Industrial Promotion Council (KIPCO), PMA and KIF in the year 2013.
* Achieved 3rd prize in L-MAC conducted by LEAD College of Management.
* Co-ordinator of L-MAC conducted by LEAD College of Management.
* Coordinator of LEAD Xplode 2014, a national level adventure meets.
* Active member of the Finance club of LEAD College of Management, Palakkad.
* **LEADER** of Finance Club in LEAD College of Management where coordinated22 students in various programs.

**Computer Knowledge:**

Tally, MS Office, Windows

References will be provided upon request

I hereby declare that the above mentioned particulars are true to the best of my knowledge.