

**AJISH**

**Email:** [**ajish.353898@2freemail.com**](mailto:ajish.353898@2freemail.com)

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| **CAREER OBJECTIVE** | Enthusiastic and experienced accountant with **4** years of experience seeking for an opportunity to utilize my experience and skills for the growth of organization which in turn will cultivate my career development. |
| **WORK EXPERIENCE** | **AUDIT EXECUTIVE, MONEY mUTTAM Finance AUGUST 2016 To FEBRUARY 2017**   * Review the company’s financial statements to know about the financial position of the company and also review the journals entries. * Responsible for finding out the weaknesses in the accounting records and systems during auditing. * Responsible for giving statistical analysis on the effectiveness of accounting policies. * Responsible for giving advice to the management through recommendation in their audit discussions. * Responsible for designing and operating the information, reporting system, procedures and controls to meet external financial statements. * Responsible for developing and maintaining the auditing plan of the bank. * Responsible for conducting inspection of the material in the bank. * Responsible for finding out the revenues and expenditures of the bank. * Inspecting the safety and security measures established by the bank for the employees. * Checking out all the operational activities and stock verifications of the bank. * Expertise in gathering, analyzing and evaluating the reports.   **ACCOUNTS EXECUTIVE, Muthoot Finance May 2013 To May 2016**   * Preparing and analyzing accounting records and financial statement records. * To assess the accuracy and conformance to reporting and procedural standards of the report. * Studying the reports given by auditors and submitting it to the management. * Avoiding outstanding expenses and managing the petty cash. * Assigning entries to proper accounts. * Responsible for maintaining accounting ledgers and performed account reconciliation. * Carried out bank reconciliation activities for the accounting year. * To maintain the status of funds. * Using accounting tools wherever necessary * Handled customer inquiries, researched problems and developed solutions. * Execute money transfers and Forex. * To train the junior accounting clerks. * Maintaining track record of company’s expenses. * Preparation of final accounts and balance sheets. * Loan disbursement, handling cash dealings and keeping careful eye on the cash flow. * Chasing late payment and reporting bad debts and regular customer follow up. * Produce an accurate set of month end process and BRS. * Responsible for staff and inventory management. * Assisted in carrying out company’s internal audit. * Looking after overall administration in charge.   **HR EXECUTIVE CUM ADMINISTRATION, ACCENTURE SERVICES PVT LTD. JULY 2012 To MARCH 2013 (Internship 8 Months)**   * Analyze the quality people by conducting phone interviews. * Screening and shortlisting candidates profile as per the requirements of clients. * Interacting with the candidate, doing initially screening. Understand their competencies and skill set making them understand job role * Arranging the schedule for interviews according to the convenience of the interviewer and potential candidate. * Scheduling of final interviews. * Conducting drives and walk-ins. * Coordinating reports from field and consolidating reports. * Keeping record of program, officers/ team leaders/ field visits,visit analysis and follow up. * Drafting letters and preparing progress reports as and when required. * Assist applicants in filling out paperwork’s such as HR forms, skill assessment forms etc. * Welcomes new employees to the organization by conducting orientation. * Building productive, collabrative relationship with employees, and HR managers. * Arrange for training sessions within the department of hiring. * Coordinating with various departments for the requirement. * Documentation of the new joiners. * Handle all telephone, fax, e-mail and other communication. * Document verification of the selected candidates and forwarding the offer letters to the candidates. * Prepares various letter like offer letter, appointment letter, increment letter, transfer letter, warning letter, reliving letter, etc. * Maintain employee’s personal files and records. * Responsible for staff management. |
| **EDUCATION** | **Master’s Degree in Business Administration (MBA Finance & HR)**  **Krupanidhi Business School, Bangalore**  **2011– 2013**  **Bachelor’s Degree in Commerce (B.com with Computer Applications)**  **KVVS College, Adoor**  **2007- 2010** |
| **CORE**  **COMPETENCIES** | Creative and resourceful thinking.  Ability to work under pressure and to make timely decisions and organize thoughts in the face of time constraints and full workload.  Strong team player with remarkable interpersonal skills  Works responsibly and in an efficient manner without being supervised.  Hard working, honest and active employee |
| **ACHIEVEMENTS** | Meet the deadlines of the projects  Profit of the organization increased by 6% in 2014-2015  Participated in Financial Planning &Asset Allocation Course in 2011  Participated in the National Conference titled “Emerging Trends In Foreign Trade” (2012)  Participated in Turning Point Personality Development Program (2013)  Participated in the training program run by Infosys |
| **PERSONAL INFORMATION** | Date of Birth: April 2, 1989  Age: 27 |
| **VISA STATUS** | Visit Visa (Expire on 04th June 2017) |

I hereby certify that the above information is true and correct to the best of my knowledge and belief. If hired any false statement containing herein shall be grounded for my termination.

**Ajish**