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ABY

[Aby.364165@2freemail.com](mailto:Aby.364165@2freemail.com)

CAREER OBJECTIVES

Seeking a challenging position in a well-established organization that provides opportunity to learn and enrich my competencies and thereby ensure my professional growth.

PROFESSIONAL EXPERIENCE

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Firm | Position Held | Period | Functional Area |
| Kandamkulathy Jewellery Manufacturers, Kerala. | Accountant cum Cashier | 2012 to 20th June 2015 | Finance Department |
| Nandilath G Mart – Home Appliance, Kerala. | Accountant | 2015 to 25th February 2016 | Finance Department |
| G4s Security System Hammed International Airport, quatar | Receptionist | 8th March 2016 to 25th November2016 | Customer Management |

PROFESSIONAL SKILLS

* Preparation of Profit & Loss, Balance sheet
* Maintaining fund flow & Facilities with bank.
* Audit schedule preparation
* Monitoring of daily business activities.
* General ledger and Reconciliation of Bank accounts.
* Checking and rectification of all accounting entries
* Analysis of Trial balance.

TECHNICAL SKILLS

* Tally ERP
* Foreign Accounting
* MS Excel, MS Word, Power Point, VB Net, Visual Basic
* Java
* Photoshop
* CFA : Passed the Course Certified Financial Accountant from The Institute of Accountants with distinction

KEY SKILLS

* Strong analytical and problem solving skills.
* Positive thinking and hardworking
* Ability to deal with people diplomatically.
* Good organizational skills.

EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| Course | School/College | Board/University | Year |
| B.com with Computer | St.Joseph College, Changanacherry | MG University, Kerala | 2012 |
| Higher Secondary | St.Peters H S S, Changanacherry | Board of Higher Secondary, Kerala | 2009 |
| SSLC | St.Peters H S S, Changanacherry | Board of Public Examinations, Kerala | 2007 |

INTERESTS

* Reading
* Listening Music
* Playing

PERSONEL DETAILS

Date of Birth : 21.07.1992

Sex : Male

Religion & Caste : Christian, RC

Marital Status : Single

Languages Known : English, Hindi, Tamil

Nationality : Indian

Visa Status : Visit Visa (25th June 2017)

DECLARATION

I declare that the details given above are correct and true to the best of my knowledge.