**BEJOY**

[**BEJOY.364347@2freemail.com**](mailto:BEJOY#.364347@2freemail.com)

**Summary**

**CAREER OBJECTIVE**

A career, which offers me constant challenges, an opportunity to work with highly skilled people, provides excellent skill advancement opportunities, experiment with my creativity and value addition in a growing concern.

**Experience**

**CAREER OBJECTIVE**

**CAPITHAN EXPORTING COMPANY (November 2015 to December 2016)**

**ACCOUNT ASSISTANT**

* Bank reconciliation, preparing cash book, bank transaction statement.
* Reconciliation of debtors and creditors a/c with accounting statement.
* Working knowledge on computer accounting software Tally ERP 9,
* Cross checking 0f expense bill with company rules and registration.

**Qualifications**

**CAREER OBJECTIVE**

* **M.COM** - Chapter, (Kerala University).
* **B.Com** – Naipunnya School of management Allapuzha Cherthala, (Kerala University).
* 12th – TKM Centenary Public School Karikode Kollam , (CBSE Board)
* 10th  - Infant Jesus Anglo Indian School Tangasseri Kollam , (Delhi Board)

**Technical Skills**

**CAREER OBJECTIVE**

* Operating System: Windows XP, Windows 7
* Programming Languages: Tally ERP 9
* Office Tools: MS Word

**Skills**

**CAREER OBJECTIVE**

* Organizing events, coordinating with guest relations.
* Mature, hardworking, self motivated with ability to work under pressure.
* Providing technical support to clients and the project team.
* Identify business opportunities and work with customers to understand requirements.
* Goal oriented, hard working, ready to accept challenges, punctual & efficient team player.

**Strength**

**CAREER OBJECTIVE**

* Excellent verbal and written communication skills.
* Quick Learner.
* Target Oriented.
* Positive Attitude.
* Dedicated and self motivated.

**Personal Details**

**CAREER OBJECTIVE**

Nationality : Indian

Date of birth : 18/6/1993

Sex : Male

Marital Status : Single

Visa Status : Visit Visa

Visa Expiry : 16/07/2017

**Declaration**

**CAREER OBJECTIVE**

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

**Place:**

**Date:**