**CURRICULAM VITAE**

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**CHANDUDAS**

[**CHANDUDAS.373611@2freemail.com**](mailto:CHANDUDAS.373611@2freemail.com)

**CAREER OBJECTIVE**

To get a job in a progressive organization, this could fetch me learning and competitive environment, can continuously upgrade any skills to align them with the organization’s goals and objectives and make me look forward to each day of my job.

**PERSONAL INFORMATION**

Sex : Male

Marital Status : Single

Age & DOB : 24yrs, 10th July1993

Nationality/Citizen : Indian

Visa Status : Visiting Visa

**EDUCATION**

***College***

August 2015: Kerala University, Kerala

MBA (specialized in finance and marketing)

University Institute of Management

April 2013: Kerala University, Kerala

Bachelor’s degree in Commerce, (B.Com)

Bishop Moore College, Mavelikara

***Schooling***

March 2010: 12th Government of Kerala Board of Higher Secondary Examination

St.John's H.S.S Mattom, Mavelikara

March 2008: 10th Government of Kerala

St.John's H.S.S Mattom, Mavelikara

**Linguistic Ability**

To Speak: English, Malayalam,

To Write: English, Malayalam, and Hindi

**COMPUTER SKILLS**

MS Word, MS Excel, Power point, Tally, outlook, Internet and emails.

Level: intermediate

GAAP Knowledge

**PERSONAL INTERESTS**

Reading, Listening Music, Watching Movies, Watching Cricket

**ACADEMIC PROJECTS**

A study on “FINANCIAL RATIO ANALYSIS OF PARAT POLYMER EXTRUSION  
PVT Ltd, ALUVA, ERNAKULAM– MBA PROJECT 2015

A study on “POST OFFICE SAVINGS SCHEME” – DEGREE PROJECT 2013

**Work EXPERIENCE**

**Designation:** Financial Associate

**Organization name**: RR Donnelley India Pvt Ltd., Techno park Campus, Trivandrum

**Period of work:** 29th October 2015 to 6th July 2017

**Functions:**

* Assist in preparation of Company’s SEC financial filings (10-Q, 10-K) and parent company statutory filings.
* Record financial transactions, in accordance with GAAP.
* Complete quality XBRL filing involves assigning correct tags for items in Balance sheet, Cash Flow, Income statements, SSE and Detail and Block tagging of Notes to the Statements. Also involves decision on setting calculation hierarchy & consistency.
* Handled the responsibilities of updating daily and weekly status report to Assistant Manager, Deputy Manager and Production Manager.
* Understand client prepared financial statements and create XBRL by mapping the financial statements to the standard U.S. GAAP taxonomy and IFRS taxonomy.
* Produce and prepare XBRL-formatted financial statements for client companies.
* Review and validate XBRL reports to ensure accuracy and quality standards.
* Assisted internal and external procedures related to finance and accounts by using company standards and policies.
* Compared last year financial statements with current year financial statements.

**DECLARATION**

I hereby declare that all the information furnished above is true to the best of my knowledge