NAVEEN

NAVEEN.374956@2FREEMAIL.COM



***Objective***

*Looking for an entry level position as an accounting assistant to contribute to the company's growth with my interpersonal skills and subject knowledge*

* *Willing to be trained to broaden my accounting competence for the company.*
* *Dedication to extend my best for the growth of company where I belong.*

***Acadamic Profile***

* *Master of Business Administration( MBA ) from Kannur University)*
* *Bachelor of Commerce ( BCOM ) from Kannur University.*
* *Higher Secondary School Leaving Certificate*
* *Secondary School Leaving Certificate (SSLC)*

***Skill Sets***

* *Good interpersonal skills*
* *Vast knowledge of Accounting*
* *Excellent communication skills*
* *Good analytical and problem solving skills*
* *Hardworking and Confident.*
* *Proactive by nature*
* *Willingness to take additional responsibilities*

***Personal Profile***

**Father Name** – Venugopalan E.V

**Sex** - Male

**Marital Status** –Single

**Nationality** – Indian

**Visa Status**-Visiting Visa

***Computer Skills***

* *Knowledge in Accounting Software*
* *Knowledge in MS-Word , Excel , Power Point*

***Languages***

* *English*
* *Malayalam*

***Career Summary***

* *Enthusiastic accounting professional with over 1 years of experience*
* *Experience of managing accounting functions, preparing financial reporting and month end close.*
* *Highly trustworthy, discreet and ethical.*
* *Resourceful in the completion of projects, effective at multi-tasking.*

***Achievements***

* *State level Award in Scout&Guides*
* *Active participation in Scout&Guides,Red Cross*
* *Achieve Trainers certificate in Scout&Guide*
* *Second place in District JUDO Championship*
* *Participated Carpe Diem - 2k15-16 2 days soft skill training program At Centre For Management Studies, Kasaragod, presented by IIM CALCUTTA*
* *Active participation in college functions as volunteer and in other Event*
* *Participated in various management fest conducted by various colleges.*

***Employment Details***

* ***Previous Company : Kerala Soaps***

***Designation: Assistant Accountant***

***Period: 12-06-2017 To 04-11-2017***

* *Excellent competencies in managing all financial accounting activities of the relevant business.*
* *Prepare reports on accounts payable and accounts receivable.*
* *Process the payable invoices weekly.*
* *Prepare monthly reports*
* *Cash flow status and handling of petty cash.*
* *Preparation of cheques and payment schedule for suppliers and strong follow up of all accounts receivable from customers and sub-contractors.*
* *Skilled in operating computers programmed with accounting software (tally).*
* *Posting of Invoices and maintain records of pending invoices.*
* *Checking of Bank Transfer letter [Salary & Wages]*
* ***Previous Company: Sales Tax Practitioner’s office***

 ***Designation: Junior Accountant***

 ***Period: 1st August 2016 To 31st May 2017***

* *Maintaining the official files.*
* *Skilled in operating computers programmed with accounting software.*
* *Documentation of purchase and sales invoice.*
* *Perform daily entry of accounting and weekly perform checking and updating.*
* *Mail the invoices to the regarding clients.*
* *Check and compile the tax returns.*
* *Prepare monthly reports.*
* *Responsible for doing paper works for new Clients*
* *Responsible for answering phone calls of clients to provide all the information regarding to products.*
* *Responsible for solving customer's complaints*
* *Responsible for collecting tax amount from Client*
* *Responsible to make bank dealings.*

***Declaration***

*I hereby declare that the above information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted*

I hereby

 **NAVEEN**