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**CURRICULUM VITAE**

**AMARNATH**

Email: [amaranth.377900@2freemail.com](mailto:amaranth.377900@2freemail.com)

Contact No: +971 504973598 (On Visit Visa)

**OBJECTIVE**

To establish a professional career in the sheds of an enthusiastic and primitive organization with the career focused on upward mobility with an active devotee participation of each individual pertaining to the company.

**EDUCATIONAL &PROFESSIONAL QUALIFICATION**

**BcomCo-operation : University of Calicut**

**Plus Two commerce : Board of Higher Secondary**

**SSLC : Central Board of Secondary Education**

* **Accounting : Journal Creation, Ledger Creation, Trial**

**Balance, Stock Register, Profit & Loss Account and**

**Balance Sheet**

* **Computerized Accounting : Tally, Peachtree, QuickBooks, Tradeasy**

**(Sree Sankaracharya Computer Centre)**

**WORK EXPERIENCE**

**Staff Accountant: ULCCS (Uralungal Labour Contract Co-Operative**

**Society)**

**General cashier: Daymart Supermarket**

**PERSONAL ATTRIBUTES AND STRENGTHS**

* Expertise in Accounts and Finance management.
* Effective Combination of technical and communication skills.
* A quick learner who enjoys keeping up to date with new developments.
* Plan and organize work efficiently, good follow-through with careful attention to detail.
* A team-spirited individual, able to effectively gain confidence of people.
* Hardworking-Dedicated-trustworthy.
* Outstanding customer service.

**CORE COMPETENCIES**

* Administer the financial system in order to ensure that the finances are maintained in an accurate and timely manner.
* Establish, maintain and reconcile the general ledger, prepare and reconcile bank statements.
* Establish and maintain cash controls, monitor cash reserves and investments.
* Establish and maintain supplier accounts, process supplier invoices.
* Maintain the purchase order system; ensure that data is entered in to the system.
* Prepare income statements, prepare balance sheets, and prepare monthly financial statements.
* Maintain the computerized accounting system, maintain financial files and records.

**Duties & Responsibilities:**

* Responsible in collecting money from customer as per invoice, Advance payment, etc.
* To prepare Monthly cash flow budgets and comparison with actual cash outflows.
* To prepare Monthly payments budgets and comparison with actual payment made.
* Monthly, Quarterly, Half yearly and annual closing of general ledgers and final Accounts preparation.
* Accountable for the creation and posting of vouchers on daily basis.
* Update and maintained accounting records using customized accounting system.
* Preparation of maintenance of various Registers like Purchase Register, Sales Register, and Journal Register, etc.
* Check customer’s credit ratings and advised management accordingly.
* In-charge in depositing of cash received in the bank on daily basis.
* Handling Payroll Accounting system.

**ACHIEVEMENTS**

* Successfully achieved performance parameters as well as organizational goals and objectives.
* Gained comprehensive knowledge in understanding the entire flow of business, documentation needs and following accounting and reporting.
* Improving stock control in the company.
* Performed assigned workload with indefinable enthusiasm, commitment, honesty, dedication and drive towards contributing to continued business growth.
* Recognized as quick leaner that can easily understand and adapt company process.
* Demonstrated abilities to work independently or within cross-functional teams multitask on several assignments and meet strict deadlines.

**AREAS OF EXPERTISE**

**Accounting**

* Applying fundamental knowledge of accounting principles and become acquainted with departmental process and procedures, work on computers programmed with accounting software to carry out assigned duties.
* Carry out data entry of daily accounts and assists in handling.
* Manage books of accounts including financial reports, financial statement and analysis and review all day-to-day transactions, lease and work co-operatively with banks, auditors, suppliers, and all third parties dealing with company. Prepare and upload confidently of correspondences, documents and reports.

**IT EXPOSURE AND PROFESSIONAL COURSES**

* Adept in using customized accounting software: **Tally, Peachtree, QuickBooks, Tradeasy**

**PERSONAL INFORMATION**

Gender : Male

Marital Status : Single

Age &Date of Birth : 22, 28/04/1996

Nationality : Indian

Religion& Caste : Hindu, Thiyya

Linguistic Proficiency : English , Malayalam , Hindi

**DECLARATION**

I hereby declare that all the details furnished above are true to the best of my knowledge.

Place:

Date:

**AMARNATH**