**CURRICULUM VITAE**

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| **ARAVIND**  **Accountant**  C:\Users\Admin\Downloads\pc4980 cppp.jpg  **CONTACT INFORMATION**  **Email:** [**aravind.383519@2freemail.com**](mailto:aravind.383519@2freemail.com)  **PERSONAL DATA**  DATE OF BIRTH:06-07-1994  AGE :24  SEX : MALE  NATIONALITY :INDIAN  RELIGION :HINDU  VISA STATUS : visiting visa  **LANGUAGES KNOWN**  English (read ,write & speak)  Malayalam (read, write & speak)  Hindi (read, write, speak) | **OBJECTIVE**  3.6 year’s experience as an Accountant with in depth knowledge of accounting tools, procedures, transactions and VAT Preparation. Seeking to work in a challenging environment and grow with the company to achieve its goal and get additional knowledge.  **CAREER PROGRESSION**   * A detail oriented professional with excellent knowledge of accounts possesses rich experience of 3 years of experience in financial planning, analysis and accounting principles. * Admirable capacity to improve and maximize overall business and finance function integration through effective communication processes. * Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization. * Innovator with creative skills and experiences to improve overall business processes.   **SKILL SET**   * Good Communication & Interpersonal Skills. * Able to Plan Organize & Conduct events. * Able to work on own initiative and as part of a team. * Highly trustworthy, discreet and ethical.   **TECHNICAL SKILLS**   * Tally ERP9 * MS office (MS Word, MS Excel, MS PowerPoint) * Internet Savvy   **PROFESSIONAL EXPERINCE**  1. Currently working as an Accountant in **Sajeev Mathew and company**, Cherumattathil Plaza, Muvattupuzha, Ernakulam, Kerala, India.  2. Worked as a Process Executive in **Cognizant Technology Solutions** (India) , Manyata Embassy Business park, near Nagavera, Bangalore, Karnataka, India.***From 27 th October 2016 to 10th November 2017 (1 year)***  3. Worked as an accountant in **KK Associates** , Uzhavoor, Kottayam, Kerala. From *1* ***st April 2014 to 17th October 2016***  **KEY RESPONSIBILITIES HANDLED**   * Handling accounts of different work sites. * Cash and Bank reconciliation/ Sales counter. * Petty cash / Accounting entries. * Efficiently handled day to day cash transactions. * Credit and Cash sales entries in Tally. * Data entry in Tally for the client accounting. * Accounting compliance management for clients. * Audit compliance for clients. * Finalization of Accounts & Legal compliance.   **EDUCATION**   * Master of Commerce (Finance)M.K College,   M.G. University (63% Marks) 2014 – 2016   * Bachelor of Commerce (Computer Application),   M.K College M.G. University (68% Marks) 2011 – 2014   * Plus Two V.M.V.H.S School, Veliyannoor, Board of Higher Secondary Examination Kerala (72% Mark)2009 – 2011 * S.S.L.C , V.M.V.H.S School veliyannoor (79%Mark)2009   **DECLARATION** I hereby declare that all the particulars mentioned in this resume are true to best of my knowledge and belief. Date:  ARAVIND |