**CURRICULUM VITAE**

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| **ARAVIND** **Accountant**C:\Users\Admin\Downloads\pc4980 cppp.jpg**CONTACT INFORMATION****Email:** **aravind.383519@2freemail.com****PERSONAL DATA**DATE OF BIRTH:06-07-1994AGE :24SEX : MALENATIONALITY :INDIANRELIGION :HINDUVISA 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  |