**CURRICULUMVITAE**

****

**BEYON**

**Email:** **beyond.384599@2freemail.com**

**ACADEMICACHIEVEMENTS**

* + M.COM
	+ B.COM
	+ HSE
	+ SSLC

**PERSONAL DETAILS**

Dateofbirth : 29-11-1993

Gender :Male

Maritalstatus : Single

Nationality :Indian

**PASSPORT DETAILS**

Date of issue : 13-04-2018

Date of expiry: 12-04-2028

Placeofissue : Cochin

 Visit Visa valid: till 25-12-2018

**LANGUAGES KNOWN**

English :Read,Write, Speak

Hindi : Read,Write

Malayalam:Read,Write,Speak

**CAREER OBJECTIVE**

To work for an organization that gives scope to update my knowledge and skills, and be a part of the team that dynamically work towards growth of the organization and gain satisfaction thereof.

**EXPERIENCE**

**Rainbow Kids Wear & Churidar House**

Position: Accounts Assistant

**The duties and responsibilities are;**

* Handling monthly journal entries, accounts and various ledgers.
* Managing monthly sales and purchases.
* Preparation of fund flow reports.
* Preparation of Cash Book- Purchase Day Book- Sales Day Book- Purchase Return Book- Sales Return Book- and other subsidiary Books.
* Maintaining good relationship with customers.
* Monitored and recorded monthly expenses
* Maintain attendance register and salary sheet.
* Billing/Cash
* Coordinated monthly payroll functions for employees.

**COMPUTER PROFICIENCY**

* Tally
* M.S office

**SKILLS AND ABILITIES**

* Self-confident
* Sincere and hardworking.
* Leadershipandimplementation skills.
* Innovativethinking
* A very hardworking team player.
* Keenobserver
* Quick learner
* Loyaltowardsworkand duties.
* High adaptability
* Experienced in

Working under pressure in a multitasking environment.

* Canworkunderstressed condition.

**EDUCATIONALQUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Board/university** | **Year of Passing** | **%****Marks** |
| Post Graduation (M.Com) | Mahatma Gandhi University | 2016 | 52% |
| Graduation (B.Com) | Mahatma Gandhi University | 2014 | 71% |
| HSE (Plus Two) | Board of Higher Secondary Examination | 2011 | 83% |
| SSLC  | Board of Public Examination | 2009 | 73% |

EDUCATIONAL QUALIFICATION

**DECLARATION**

*I hereby declare that all the information mentioned above is true to the best of my knowledge and belief.*