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| |  | | --- | | **ABOUT ME**  A strong pro-active talented professional with over 4 year considerable experience.  **SPECIFIC PROFICIENCIES**   * A dynamic and multitalented professional with exceptional financial knowledge having degree of MBA. * Able to handle multiple task simultaneously. * Excellent utilization of all resources. * Strong organizational skills, detail oriented, and the ability to handle multiple priorities.   **HOBBIES** | | |  | | --- | | **RANJITH**  **MBA – FINANCE & HR** | | **CAREER OBJRCTIVE** | | Looking a challenging position in an organization where I could develop my skills fostered. Strive to play active role in a team with an objective of contributing to the potential growth of the company and its immense strength considering timing and competitive environment and I shall breathe my work provided with pleasant and friendly work atmosphere, with creative freedom to prove myself. |  |  | | --- | | **CAREER SUMMARY** | | Senior Accountant 2018 – Present  Forever Travel  Assistant Accountant 2014 –2015  Stepping Stone Accounting Consultancy  **Admin Cum HR Executive 2012 –2014**   |  |  |  | | --- | --- | --- | | **IT SKILLS** | | | |  |  |  | | Accounts Management  Inventory Management  Tax Management  Payroll Management | MIS Reporting  Tally. ERP 9.0  Peachtree  QuickBooks | MAYOB  SAGE 50  MS. Office  SAP Training |  |  |  | | --- | --- | | PROFSSIONAL AND TECHNICAL QUALIFICATION | | | Bachelor of Business Administration (BBA)  University of Calicut  2012  **Post Graduate Diploma in Indian and Foreign Accounting (PGDIFA)**  IPA 2014 | Master of Business Administration (MBA)  Bangalore University  2017  **SAP Training – Financial management – FI**  Connaissance 2017 |   IVS Solutions |  |  | | --- | | **LANGUAGES KNOWN** |   **Proficient**  English Malayalam  Hindi Tamil   |  | | --- | | **PROJECTS DONE** |   **Project from** : Keratech coconut oil manufacturing company PVT.LTD  **Project Title** : Financial statement analysis at Keratech coconut oil Manufacturing Company PVT.LTD   |  | | --- | | **JOB RESPONSIBILITIES HELD** |   **Accounts Task**   * Computerized the accounting system that replaced manual ledger. * Preparation of monthly administration expenses statement and related reports. * Ascertain the requirement of cash for the month and arrange cash from the bank. * Assisting management in the preparation of policies and procedures for accounts department. * Cerate, sent and follow up on invoices. * Handling petty cash. * Review and audit financial statements and reports to ensure and data entries are correct.   **Admin Cum HR Executive Task**   * Establish a record of management system for the guidance of project staff, consultants. * Maintain files of all personnel, consultants actively engaged in project. * Prepare and arrange travel plans including visas, transportation & accommodation booking for project staff, consultants and invited guests for project activities & procurement plans for the project. * Proven track record in project management such as in meeting deadlines, timely submission of acceptable deliverables, etc.. * Knowledge of the atlas or any system similar to people software. * With satisfactory skills on the use of office software package such as MS. Office and Accounting Software.  |  | | --- | | **PERSONAL INFORMATION** |   Date of birth : 09/01/1992  Gender : Male  Marital Status : Single  Nationality : Indian  Religion & Cast : Hindu, Ezhava |