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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**   |

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| **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. |

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| **CAREER SUMMARY** |
| Senior Accountant 2018 – PresentForever TravelAssistant Accountant 2014 –2015Stepping Stone Accounting Consultancy**Admin Cum HR Executive 2012 –2014**

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| **IT SKILLS** |
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| Accounts ManagementInventory ManagementTax ManagementPayroll Management |  MIS Reporting Tally. ERP 9.0 Peachtree QuickBooks | MAYOBSAGE 50MS. OfficeSAP Training |

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| PROFSSIONAL AND TECHNICAL QUALIFICATION |
| Bachelor of Business Administration (BBA)University of Calicut2012**Post Graduate Diploma in Indian and Foreign Accounting (PGDIFA)**IPA 2014 | Master of Business Administration (MBA)Bangalore University2017**SAP Training – Financial management – FI**Connaissance 2017 |

IVS Solutions  |

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| **LANGUAGES KNOWN** |

**Proficient**  English Malayalam Hindi Tamil

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| **PROJECTS DONE** |

**Project from** : Keratech coconut oil manufacturing company PVT.LTD**Project Title** : Financial statement analysis at Keratech coconut oil Manufacturing Company PVT.LTD

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| **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.

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| **PERSONAL INFORMATION** |

Date of birth : 09/01/1992Gender : MaleMarital Status : SingleNationality : IndianReligion & Cast : Hindu, Ezhava |