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| sarun  sarun  Email: [sarun.388307@2freemail.com](mailto:sarun.388307@2freemail.com) | |  |  | | --- | --- | |  |  | |  |  | |  |  | |  |  | |

Seeking a position in

**FINANCE & ACCOUNTS/AUDIT**

***Career Objective***

Seeking a position as Accountant where I can utilize my knowledge and experience in a reputed organization. Keep growing as accountant in the field of accounting transactions, bank reconciliation, bills payable and bills receivables etc. by developing my current skills, knowledge and experiences.

***Work Experience And Articleship***

* **2017 January-November,** working experience with CA.Guruvayurappan V N, Chartered Accountant, Thrissur, Kerala.
* **2017 December-2018 November** working experience with M/S Suresh Nair & Associates, Chartered Accountants, Thrissur, Kerala.

**Job Responsibilities include**

* Dealing bank accounts.
* Managing theoverall functioning of business, interaction with clients, monitoring accounts and finance department.
* Have experience of maintaining book of Accounts.
* Experience in reconciling Bank Accounts, TDS etc.
* Experience of managing cash.
* Preparing and E-Filing of Income Tax, Service Tax and TDS Returns.
* Experience of preparation of budgets and reports.
* Have experience in Internal Audit of NBFCs.
* Experience in being a part of Statutory Audit & Tax Audit teams.

**Achievements & Certifications**

* *Participated in the “Orientation Course” organized by Board Of Studies of ICAI.*
* *Participated in the “National Conclave for CA Students” organized by Board Of Studies of ICAI.*

***Educational Qualifications***

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| --- | --- | --- | --- |
| **Course** | **School/college/**  **University** | **Year**  **of**  **passing** | **%** |
| BCOM | ST.THOMAS COLLEGE, Thrissur, Kerala | 2016 | 75 |
| 12th | V.B.H.S.S.Thrissur | 2013 | 95 |
| 10th | ASSISI E.M.H.S Thalakkottukara | 2011 | 90 |

***Software Proficiencies***

* **SAP FINANCE Power User** Certification obtained via SAP Education’s Enable Now Power User Program.
* **Information Technology Training** Course Certificate obtained from ICAI.
* Good control over MS Word, Excel and Power Point
* Proficiency in using accounting software (Tally ERP 9).

***Languages Known***

English, Hindi, Tamil, Malayalam

***Personal Profile***

Gender : Male

Marital Status : Single