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| **vinuMadhavan****E-mail:** **madhavan-390458@2freemail.com** |
| **Objective** |
| To realize, develop and utilize one’s potential in the arena of accounting and Office Administration or Sales Department to work with a team for achieving organizational and personal goals.  |
| **Strengths** |
| * Ability to learn things quickly, independently
 | * Knowledge of accounts
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| * Dedicated and result-driven
* Ready to work at post of Sales Man
 | * Sincere & Hardworking
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| **Education** |
| **SSLC KERALA EDUCATIONAL BOARD 40 %****PRE – DEGREE CALICUT UNIVERSITY HISTORY 42 %**Computer Diploma Honours Diploma in Computer Science  At Lakhotia computer center, Palakkad, Kerala, South India. Diploma in advanced software Technology at ICA Computer centre, Coimbatore. DTP under Windows with Pacemaker &Corel draw at National computer centre , Palakkad. Diploma in Financial management ( Basic course) at All India council for management studies , Chennai  |  |
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| **IT Skills** |
| Accounting software & applications  | : | Tally9, Pagemaker, DTP, DAST in ICA, HDCS.**TALLY EXPERIENCE DETAILS**TALLY ERP – 901 RECEIPT ENTRY 02 PAYMENT ENTRY 03 JOURNAL ENTRY 04 RECONCILIATION 05 INTER BRANK RECONCILIATION BRANCH WISE06 SALES ENTRY 07 CREDITORS 08 DEPTORS 09 TRAIL BALANCE (BASIC) 10 INCOME & EXPENDITURE STATEMENTS 11 TERM LOAN A/C 12 LEDGER CREATION 13 BRANCH & DIVISION 14 CC & OD A/C BANK ACCOUNTS 15 SALES TAX BASIC ENTRY  |
| MS Office Applications | : | Word, Excel, PowerPoint & Outlook, |
| Platforms used |  | Windows7, XP, Windows 98, 2000.**Experience Summary** |
| **Presently working in Dubai at leading facility managmentcompany**,from 20/12/2015 to till date. **Two years experience in Spare parts sales department - Bajaj Dealer at Palakkad. 1997 – 1999 (up to Sept) -** **2000 – 2015****Arsha Yoga Vidya Peetam Trust****[Sister Concern of The Arya Vaidya Pharmacy (Coimbatore)Ltd]** |  |
| Arsha Yoga Vidya Peetam Trust is a Training School that imparts Authentic Education in Ayurveda, Yoga, and other allied Traditional systems of India**Designation:** Accounts – cum – Admin Assistant.**Profile:*** Accounts Receivable follow-up – Local, & International Customers.
* Maintaining Books of Accounts
* Office Administration
* Handling Petty Cash and preparation of Petty Cash report and cash book.
* Local purchase – stationery items, etc.
* Reconciliation of related company statement and fund transfer arrangement for the same.
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| **Personal Details** |
| NationalityGender | :: | IndianMale  |
| Date of BirthMarital Status | :: : | 18.03.1978Married |
| Languages | : | English, Hindi, Tamil, & Malayalam |
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