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| **vinuMadhavan**  **E-mail:** [**madhavan-390458@2freemail.com**](mailto: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 | | | |
| * 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 – 9  01 RECEIPT ENTRY  02 PAYMENT ENTRY  03 JOURNAL ENTRY  04 RECONCILIATION  05 INTER BRANK RECONCILIATION BRANCH WISE  06 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** | | |
| Nationality  Gender | :  : | Indian  Male |
| Date of Birth  Marital Status | :  :  : | 18.03.1978  Married |
| Languages | : | English, Hindi, Tamil, & Malayalam |
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