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| ARUN  C:\Users\dell\Desktop\161626-1.jpg  **Email**  [**arun-394930@2freemail.co**m](mailto:arun-394930@2freemail.com)  **Personal Data**  Date of Birth : 20-04-1993 Sex : Male Nationality : Indian Marital Status: single Languages Known: English, Hindi, Malayalam, Tamil | | **Career Objective** |
| To seek placement with in a reputed, progressive / multinational organization, with an opportunity to utilize my experience to ensure consistent growth of the organization as  well as facilitate my career development. |
| **Professional Skills** |
| ➢Ability to accept any challenge with an optimistic outlook.  ➢Teaming up with the colleagues and willingness to learn.  ➢Comprehensive problems solving abilities.  ➢Quick Learner. |
| **Technical Expertise** |
| * Microsoft Word * Microsoft Excel * Microsoft Internet Explorer * Computerized Accounting |
| **Area of Experience** |
| * Accounting Activities * Financial Activities * Auditing Activities * Banking activities * Reconciliation with products &consumption |
| **Executive Summary** |
| * Take responsibility to do work sincerely. * Team player with people and presentation. * Give respect to everyone. |
| **Work Experience** | | |
| **Accountant** | Duration : 26.05.18 – 31.08.2019 Role :General accounting | |
| **Sr.Accounts Assistant (Finance & Accounts)** | Duration : 01.09.15 -18.12.17  Role : General accounting | |

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| **Work Details** | | |
| **Company** | The company has more than 85 branches many warehouses spread across the globe. The company has a wide range of products in various categories under different brands. (Products- Mobile cases,Mobile LCDs,  Batteries,BluetoothSpeakers,Housings,Chargers,Datacables,Connectors,EarPhones,MobilePhones,Tab)  (Brands- Ravoz,Microdigit, Bluedigit, Fonecom and other all Multinational Brands) | |
| **Role** | **Accountant** | |
| **Description** | * Weekly and monthly Branch Reconciliation and Reconciliation of Supplier/Customer’s statement with aging report. * Submission Monthly, quarterly reports to the management, following outstanding payments. * Analyzing Sales turnover, internal Audit. * Management of day to day accounts transactions and petty cash management. * Managementofreceivablesandpayableswithupdatedandagewisereports(debtors–creditors   Reconciliation also) to management.   * Inventory Management (Partially) | |
| **Company** | | The Company is a group of 32 establishment/firms .The group is mainly in to the manufacturing and processing ice cream & dairy products in the famous brand “LAZZA,SKEI &UNCLE JOHN,” all over the country with the net turnover not less than150 cores. |
| **Role** | | **Sr.Accouts Assistant (Finance & Accounts)** |
| **Description** | | * Weekly and monthly Bank Reconciliation, Branch Reconciliation and Reconciliation of Supplier/Customer’s statement with aging report. * Maintaining of Books and records & different kinds of registers. * Preparing outstanding balances of debtors and creditors. * Periodic review to ensure the system for inventory control is functioning properly. * Submission Monthly, quarterly reports to the management, follow-up outstanding payments. * Submission of financial report to Finance Manager * Analyzing Sales turnover, internal Audit. * Management of day to day accounts transactions (Verification of day book, cash book, sales registers, purchases registers, Sale invoice, Purchase bills etc.) * Management of receivables and payables with updated and age wise reports to management. * Management of bank transactions (Reconciliation of bank accounts and administration of online banking functions etc) * Assisting subsidy work for Accounts Officer. |

# EDUCATION

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| ***Course*** | ***Institution*** | ***Board/University*** | ***Year*** | ***%*** |
| ***BBA*** | ***MC VARGHESE ARTS & SCIENCE COLLEGE***  ***ETTUMANOOR*** | ***MG UNIVERSITY*** | ***2014*** | ***55%*** |
| ***+2*** | ***CMS HSS KOTTAYAM*** | ***KERALA STATE*** | ***2011*** | ***64%*** |
| **10TH** | ***CMS HS KOTTAYAM*** | ***KERALA STATE*** | **2009** | **78%** |

**DECLARATION**

I hereby declare that above given particulars are true to my knowledge & belief.

ARUN