***CURRICULUMVITAE***

***PHILEMON***

***Mobile: +971504753686***

***AspiretopursueachalengingroleinfinanceandAccountsoperationmanagementwith afrontlineorganizationinfinanceandAccountingindustry.***

***PROFESSIONALPROFILE***



***Ahighlyeligiblecandidatewithalqualificationandbackgroundalongwithrightmindset andatitudetomeettherequirementforeveryfinancialinstitute.***

***HavinggoodAccountsknowledgeAboutOutwardremitances CompletedaBachelordegreeinCommerce.***

***Weltrainedtoworkindividualyandwithateam. Goodleadershipqualityandgraspingpower.***

***KnowledgeofEquityTrading***



***EXPERIENCE***



***Company :GeojitBNPParibasFinancialServicesLtd(Turuvala,kerala) Duration :1year(20June2013-30June2014) Designation:Jr.Executive***

***RolesandResponsibilitiesinGeojit:***

* *DirectdealingwithClientsforEquitytrades*
* *Buyandse****l****securitiesonbehalfofcustomers.*
* *DailyReporttomanagerondailyactivities*

***Company:(HeadOffice,Andheri,Mumbai)***

***Duration :07thOctober2014–30thApril2020***

***Designation:SeniorAccountsOfficer***

***RolesandResponsibilitiesinRiya:***

*ReconciliationbetweenstatementofbankaccountsandCompany’sbooksofaccounts. ProcessinginternationalvendorpaymentsviaonlineforPANindia.*

*UploadingCurencyinForexCard.*

*ArrangingForeignCurencyforMice&Groups. Vendorreconciliation.*

*QuicksolutionforanydiscrepanciesinvendorPaymentsetlement.*

*VerifyingvendorledgerswithNodueCertificatesreceivedfromvendorsineveryquarter inanyear.*

*HandlingledgersandcashofIntercompany*

*PreparingVouchers,TrialBalance,,journalvouchers*

*LedgerPosting,AccountsReceivable,AccountsPayable,BookKeeping.*

***ACADEMICCREDENTIALS***



|  |  |  |
| --- | --- | --- |
| ***COURSE*** | ***UNIVERSITY*** | ***PERCENTAGE & YEAR*** |
|  |  | ***OFPASSING*** |
| *B.COM* | *M.GUniversity* | *60%(2012)* |
|  |  |  |
| *+2* | *HSEBOARD* | *78%(2009)* |
|  |  |  |
| *10th* | *BOARDOFPUBLICEXAMINATIONS,* | *60%(2007)* |
|  | *KERALA* |  |

***REWARDSANDRECOGNITIONS***



*AwardedforhighestmarksIn+2fromtheinstitute.*

***ITCREDENTIALS***



*DIPLOMAININDIANANDFOREIGNACCOUNTING(DIFA) MSOFFICE*

*TALLYERP9 PEACHTREE QUICKBOOK*



***LANGUAGESKNOWN***



*English*

*Hindi*

*Malayalam*

***PERSONALTRAITSANDHOBBIES***



*PositiveAtitude,Determined,HighEnergies.*

*HardWorking.*

*Gooddecisionmakingandanalyticalski****l****s.*

*Abletohandlepeopleinaveryefficientway.*

*ListeningMusic.*

*Game.*

*Reading.*

*PlayingCricket.*

|  |  |  |
| --- | --- | --- |
|  |  | ***PERSONALPROFILE*** |
|  |  |  |
| *Name* | *:* | *PHILEMON* |
| *DateofBirth* | *:* | *03.05.1992* |
| *Age* | *:* | *27* |
| *Gender* | *:* | *Male* |
| *MaritalStatus* | *:* | *Single* |
| *Nationality* | *:* | *Indian* |
| *E-mailId* | *:* | *Philemon-399280@2freemail.com* |
| *PassportDetails* | *:* | *.30/05/2013TO29/05/2023* |

***DECLARATION***

*Iherebydeclarethata****l****thedetailsfurnishedabovearetruetothebestofmyknowledge& belief.Ifgivenanopportunity,Iwouldperformtobestofmyabilities&meetyourexpectations.*

*Place:ve****l****ilamkandom*

*Date:16/09/2020*

*Signature*

***(PHILEMON)***