RESUME

**PHELIX MATHEW**

Mobile No: **+971569508407**

**+971502738905**

E-mail:**phelixdbc@gmail.com**

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| **Career Objective** |

Seeking a position as an Accountant where my experience and accounting skills will be further developed and utilized.

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| **Career Summery** |

Worked as a Accountant with Brilliance College Pathanamthitta, from 1 June- 2013 to 20-

August-2014

**Job Responsibilities:** analysis and interpret financial statement, Clearing up

Misunderstanding, Prepare monthly report ,Book keeping.

Auditing accounting records such as daily account book, monthly

accounts ,prepare all assets details, calculate profit&loss account

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| **Academic Profile** |

**M.com (Finance& Control**), from CMS. College Coimbatoor, BHARATHIAR UNIVERSITY.

**Includes**

* Cost accounting
* Management accounting
* Financial accounting
* Advanced accounting
* Managerial accounting
* Corporate accounting
* Functional management
* Banking and financial services
* Profitability and liquidity
* Book-keeping
* Ratios
* Auditing
* Direct and Indirect tax
* Business and company law
* Tally& Ecommerce
* Business statistics

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| **Computer Proficiency** |

* Microsoft Office: Word, Excel, PowerPoint and Internet.
* Languages : C,BASIC JAVA,VB,SQL
* Computer accounting : TALLY

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| **Key Strengths** |

* keeping accurate financial records
* Organization skill
* Knowledge in Bank reconciliation Statement
* Good in Journal Ledger and Voucher
* Good Communication and Presentation Skills
* Commitment to work
* Adaptability in performing work with changing priorities
* Good leadership Skills
* Analysis and interpret

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| **Projects undertaken** |

* Project on “liquidity and profitability analysis “ in Western India plywood
* Mini Project on Thondernadu Service Co-Operative Bank Limited.

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| **Achievements & Extra- curricular Activities** |

* Worked with NSS at Don Bosco College Angadikadavu.
* Worked as a leader representative of social activities in college.
* Represented in College Cricket team
* Comparer for major programmes conducted in the college
* Worked as a UUC OF Kannur university

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| **Personal Profile** |

Date of Birth : 06-06-1990

Languages Known : English, Malayalam and Tamil

Visa Status : On Visit Visa

Passport Number : K8895159

Passport Expiry : 03/01/2023

Hobbies : Music, Travelling, Cricket

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| **Declaration** |

. I hereby declare that the above-mentioned information is correct up to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Date:**

**Place:**

**(Phelix Mathew)**