**CURRICULUM VITAE**

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| **PERSONAL DATA****● Marital status : Single** **● Sex : Male** **● Nationality : Indian** **● Date of Birth : 10-05-1984****LANGUAGES KNOWN****English , Malayalam** |

 **OBJECTIVE**

 “To obtain a suitable position in a professional and dynamic organization which Promises bright growth opportunities and to contribute the best of my ability for the development of the organization”

**P PROFESSIONAL EXPERIENCES**

* Worked as a Senior Accountant at M**/s Accounts (Accounts** C**ontractors)** Cochin, Kerala, India. From July 1st - 2010 to Feb 28th -2014.
* Two year and Eleven months Experience as an Accountant at **M/S Accounts (Accounts** C**ontractors),** Cochin, Kerala, India (Aug 2007 to June 2010)
* I worked 3 years as Insurance Processing Officer in NEW INDIA ASSURANCE CO.LTD, Perinthalmanna ,Malappuram, Kerala,India

**EDUCATION**

* M.Com, Specialized in Finance, (MK University)
* B.Com. (Co-Operation) (Calicut University)
* Plus Two (Commerce ) (Board of Kerala )
* SSLC (Board of Kerala **)**

**P OUTLINE EXPOSSURE**

* Windows, Microsoft Office viz MS Word, MS Excel and MS PowerPoint
* Tally 7, 9 , ERP 9

 **SPECIAL ACHIVEMENT**

**JOB DESCRIPTION**

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* Passed in a Test Conducted By IRDA, (Insurance Regulatory and Development Authority, INDIA) in 2004.

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* + Reconciliation of Bank, Branches, Debtors, creditors and Stocks.
	+ All kinds Of Bank transactions.
	+ Salary statement preparation and Payroll accounting in Tally.
	+ Preparation of year ending schedules and Accounts for Audit.
	+ Reviewing all the receipts/Payments/Journal vouchers
	+ Dealing of all payments& receipt both cash& bank.
	+ Responsible for Petty Cash Management.
	+ Sale Tax and Income Taxes transaction.
	+ Handling accounts receivable and accounts payable.
	+ Maintaining Purchase and sales including Stock Register.
	+ Price List Preparation and direct Costs accounting.
	+ Preparation of Monthly Reports of Sales, Collections, and age wise Out Standing statement.
	+ Maintaining Cheques register and invoicing.
	+ Preparation of audit Notes.

 **STRENGTH**

* Trustworthy & Dedication are my greatest strength
* I worked 6years and 11 months continuously with my previous employer

 **INTERESTED AREAS**

* Finance
* Accounts
* Administration
* Auditing
* Sales and Purchase

**DECLARTATION**

 I hereby declare that the information given above are true and correct as per my knowledge and belief.