**CurriculumVitae**

[245179@gulfjobseekers.com](mailto:245179@gulfjobseekers.com)

**Objective**

Seeking suitable position in well esteemed organization where my knowledge would be fully utilized in my career opportunity and where making a significant Contribution to the Success of my employer.

**Career Profile**

* More than 2 years of progressive accounting experience.
* Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
* Possess strong analytical and problem solving skills
* Highly trustworthy, careful and ethical.
* Proficient with MsS Word, Power Point and Advance Excel, and Internet application.
* Comfortable in a fast paced, performance oriented environment.
* Ability to work under pressure.
* Have excellent time management skills & can meet the deadlines without compromising on quality.

**Academic Qualifications**

* M. Com : MADURAI KAMARAJ University, Tamilnadu, India

(1st year Passed & 2nd Year ongoing-Distance)

* B.Com : CALICUT University, Kerala, India

**Computer Skills**

* Accounting Packages :Tally ERP
* MS Office : MS Word /MS Excel/ MS PowerPoint & MS outlook
* Computer Hardware : Certificate Course In Computer Hardware

**Career History**

* **General Accountant Kerala, India**

**OK AUTO TRADERS July 2014 to Sept-2015**

**Job Profile**

* Recording and posting of stock Movements
* Recording and posting of Cash/Cheque Collection from customer
* Customer Aging Analysis, Collection follow up and reporting to management
* Analysis of Supplier aging and preparation of Payment Cheuqes
* Ensures purchase orders, receiving and invoices are matched.
* Handling Petty Cash
* Submission of daily projected cash flow statement to managing director.
* Sales Tax calculation and return filing.
* Payment of telephone, electricity ,and Miscellaneous expenses.
* E-clearance for Stock Movements.
* Maintaining customer database.
* Preparing Monthly Sales Report & order schedules.
* Preparing Purchase Voucher, Payment Voucher & Receipt Voucher
* **Accountant Kerala, India**

**MEENA FOODS INDUSTRIES May-2012 to Jun-2014**

**Job Profile**

* Recording and monitoring of stock movement and Overall reconciliation of stock
* Recording of stocks receives/Purchases
* Verification of Delivery Documents
* Controlling Payments and receipts.
* Supplier payments
* Verification and monitoring Sales posted by sales department
* Payment of telephone, electricity and other petty Expenses
* Scheduling the trip to each driver.
* Weekly wages for the labors.
* Maintaining customer database.

**Personal Details**

Nationality : Indian

Sex : Male

Age& Date of Birth : 23, 01 Dec 1991

Marital Status : Single

Languages : English, Hindi & Malayalam

Visa Status : Visit Visa

**References**

References will be furnished upon request.

**Declaration**

I hereby declare that the information given above is true to the best of my knowledge and belief.