

**Curriculum Vitae**

***TANSON***

***TANSON.248100@2freemail.com***



**Objective:**

To attain a challenging job in a suitable post where my dedication and hard work will gain a position of substantial responsibility and growth.

**Academic Qualification:**

Master Degree in Commerce from University of Kerala – 55% Bachelor Degree in Commerce from University of Kerala. – 69%

Higher Secondary Education from Higher Secondary Board, Kerala, India. – 79% Diploma in IATA/UFTAA FOUNDATION COURSE

**Professional Qualification:**

ICWAI From The Institute Of Cost Accountants Of India

**Work Experience:**

Worked as Cost Accountant Trainee at Kerala State Industrial Enterprises Ltd – 1 year

**Areas of Experience:**

* 1. Maintenance of Accounts in an ERP Environment
	2. Preparation of various Schedules/Statements for periodic reconciliation, closing of accounts Etc
		1. E-filing of Documents /Forms under Income Tax and Companies Act ,maintenance of Statutory books under companies act

**Computer Knowledge:**

Working knowledge in QuickBooks Working knowledge in MS- Office.

MS-Word, MS-Excel, MS PowerPoint Proficient in using Internet and Email. Working Knowledge in TALLY

Financial Auditing Computer Management From The Institute Of Cost Accountants OF India

**Competencies:**

Willingness to learn new concepts

Good leadership qualities and interpersonal skills Committed to deadlines and schedules

Systematic and hardworking

**Personal Details:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| ⇒ Nationality | : | Indian. |
| ⇒ Age | : | 25 yrs |
| ⇒ Date of Birth | : | 27/09/1989. |
| ⇒ Marital Status | : | Single. |
| ⇒ Languages Known | : | English, Hindi and Malayalam. |
| ⇒ Ability | : | can read, write and speak. |

**Declaration**

I hereby declare that the information given above is true and correct to the best of my knowledge & all original certificates can be produced at the time of interview.