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| Personal Profile:-**Date of Birth**: 26th APRIL 1991**Gender** : Male**Nationality** : Indian**Marital Status** : Single | **CURRICULUM VITAE**CAREER OBJECTIVELooking for an opportunity in your esteemed organization where I can apply my knowledge and skills towards the profitable growth of the organization and enrich myself with qualitative experience.**PERSONAL & PROFESSIONAL PROFILE*** **One year working experience in Accounts.**
* **Good presentation skill. Strong in accounting records.**
* **Ability to handle accounting process and administration.**
* **Ability to define problems, collect data, audit records, handling cash transactions.**
* **Dealing effectively with multicultural environment.**
* **Proactive, intrinsic motivated & ability to work under pressure.**
* **Knowledge of various computer accounting packages.**

ACADEMIC PROFILE* **Secured Masters Degree in Commerce from University of Madurai Kamaraj, in 2013.**
* **Pursuing CMA-inter (ICWAI) (Group 2 Completed) from Cochin chapter.**
* **Secured B.com Degree With Computer Application from University of Calicut, in 2011.**

COMPUTER PROFICIENCY* **Programming Techniques (Visual Basic) and Computing, Accounting & Finance, Professional & Manual Accounting Practice, Tally 9.0, Business Management & Personality Development, from ICWAI Cochin Chapter.**
* **Microsoft word, Microsoft Excel, Power point and Windows.**
* **Tally ERP 9 and QuickBooks From Institute of Professional Accountant.**
* **Diploma in Computerized Professional Accounting ( DCPA), Govt. Kerala India.**
* **Microsoft Excel 2010 From Certificate of Account, Audit and Management, Kerala India.**
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| **Strengths**The burning desire for Self Improvement.A good team player and positive attitudeEvergreen quest for the great knowledge which fires up innovations.Ability to strike a friendly chord with any kind of personality and versatility.**Location**: Dubai | PROFESSIONAL EXPERIENCE**Worked as a Junior Accountant in Ayurjiva Ayurvedic Treatment & Research Centre India Pvt. Ltd.**May 2013 to May 2014* **Vouching Purchase & Sales**
* **Making cash/Bank dealing and reconciliation**
* **Assisting to Senior Accountant for every accounting activity**
* **Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.**
* **Keeping of all Office Administration works.**
* **Prepare and review expense, payroll entries, invoices, and other accounting documents.**
* **Preparing Final accounts**
* **Handled Data Entry**
* **Maintain exclusive track on staff attendance/Leave Schedule Etc.**
* **Handles purchase & sales report**
* **Handles monthly schedules**

ACTIVITIES AND INTERESTS* **Internet: Net browsing, getting updates from various sites of news, professional entertainment etc..**
* **Curricular: Drawing, Painting, Photo Editing etc..**

LINGUISTIC ABILITIES**Languages: English, Malayalam & Hindi**  C:\Users\Khushali\Documents\OMessenger\Received files\CV_Preview_Logo.jpg**Gulfjobseeker.com CV No:** **1506924** |