**RESUME**

 

**SUBHASH**

Email: subhash.260702@2freemail.com

**CAREER OBJECTIVE**

To be part of dynamic team and effectively render my skill and commitment to an institution which aims at continuous growth and development.

**WORK EXPERIENCES**

* **Udaya Group of Companies, India**

**Position**: Accountant cum HR Coordinator March 2015 till January 2016.

Job Description:

* Continuous following up of outstanding receivables and Debtors.
* Invoice preparation and responsible for delivery on prompt time.
* Ensuring all cash receipts are recorded in the books at the time of collection and deposited not later than following day after collection.
* Performed Accounts Receivable, Accounts Payable and Processing Payroll Functions of the organization.
* Preparing monthly and yearly financial reports for analyze to know the growth level.
* An active role in formulating methods to improve employment policies, processes and practices as well as recommending changes to management.
* Collecting employee’s feedback, complaints and grievances. And Understanding

 Employee’s needs and requirements

* Keeping employees database and employment contracts.
* **Kosamattam Finance Pvt Ltd, India**

**Position:** Accountant cum cashier [Oct 2014 - Feb 2015]

Job Description:

* Maintain Books of accounts. Make sure that denominations of the cash by hand are tally with cash book.
* Following up of outstanding receivables with debtors
* Ensuring all cash receipts are recorded in the books at the time of collection.
* Maintaining good customer relation and involve in marketing activities
* **Al Arabian Leisure Tours Private Limited**

**Position:** Accountant cum cashier [May 2012 - September 2012]

**ACADEMIC QUALIFICATION**

**MBA (Finance) - 2014**

East Point College of Engineering & Technology, Bangalore.

University: Vishweshwarya Technological University.

**B.com (Co-operation) - 2012**

Calicut University

**HSC (Commerce) - 2009**

Govt. Rajas Higher Secondary School Kottakkal

Kerala State Board

**SSLC - 2007**

IUHSS Parappur

Kerala State Board

 **PROFESSIONAL SKILLS**

* Ability to work with team
* Good communication skills
* Good in Inter-personal skills
* Positive Attitude, Hard working
* Self – learning
* Easy grasping innovative ideas
* Flexible and adapt to new working environments.
* Analytical and critical thinking ability.
* An eye for detail and good observation skills.
* Handle confidential information in a discreet, professional manner.

**COMPUTER PROFICIENCY AND OTHER QUALIFICATION**

* MS Office
* Tally

**PERSONAL DETAILS**

Date of Birth :19-08-1991

Nationality :INDIAN

Gender :Male

Marital status -Single

Languages Known :English

 :Hindi

 :Malayalam

**DECLARATION**

I declare that the information mentioned above is correct and complete to the best of my knowledge and belief.

 **Date: -**  Your’s sincerely**,**

 **Place: -**