**CURRICULAM VITE**

**VARUNDAS**

**OBJECTIVE:**

Seeking a professionally challenged position in the field of commerce in a growth oriented organization. I will apply the knowledge and experience which I have acquired to lead the organization and self to further heights

**FUNCTIONAL AREA:**

**Accounting**

**PROFESSIONAL SKILL:**

1. Excellent knowledge of various aspects of Accounting.
2. Ability to work effectively within a team environment, as well as take ownership of individual assignments

**ACADEMIC QUALIFICATION:**

1. **Secondary School Leaving Certificate Examination** (Board of Public Examination, Kerala)

2. **Plus Two** (Board Of Higher Secondary Examination)

3. **B.COM Computer Application**

( MG University, Kerala

**SOFTWARE EXPOSURE:**

Office Packages : **M S Office**

Accounting Packages : **Computerised Accuonting in Tally**

**WORK EXPERIENCE :**

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| --- |
| Period : July 2014 to July 2016 |

Company : **Kaipamangalam Service co-operative Bank F899**

Thrissur-Kerala

Designation : **Accountant**

Nature of Duty: 1. finalization of accounts

2. Maintaining cash book, bank book, sales, purchase and journal.

3. Handling other office related works.

Period : January 2014 to June 2014

Company : **CONSULT INN ASSOCIATES,KOCHI**

Designation : **Assistant Accountant**

Job Profile : 1.Accounting and Auditing of Company Accounts.

2.Tax consulting and E-filling monthly returns.

3. Preparation and Finalization of Financial Statement.

4. Purchase cost verification and stock taking of the companies.

**PERSONAL INFORMATION:**

Date of Birth : 18-03-1992

Nationality : Indian

Sex : Male

Marital status : Single

Languages Known : English, Malayalam, and Tamil.

**PERSONAL QUALITIES:**

Excellent Interpersonal skill

Hard worker

Honest and Reliable

Ability to work unsupervised

**Job Seeker First Name / CV No: 1815588**

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