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| **Curriculum Vitae**GOPU GOPU.347566@2freemail.com **\** | photo.jpg |

**OBJECTIVE**

To engage in a career that will allow for progress in terms of expertise, socio-economic development, and innovation through exposure to new ideas for professional growth, as well as growth of the company.

**CAREER SUMMARY**

* Recently worked with **Sreepadmam Fire & Life Safety Engineers**,Thrissur, Kerala, India
* 2 years and 10 monthsof experiencein Accounting.

**WORK HISTORY**

# From 18th April 2014 to 22th October 2014,

# As AccountantInBenz Auto Spares, Bangalore, Karnataka, India

# Reporting toManaging Partner.

# From27thOctober 2014 to 17th February 2017,

# AsJunior Accounts ManagerInSreepadmam Fire & Life Safety Engineers,Thrissur, Kerala, India

# Reporting toGeneral Manager.

**JOB PROFILE:**

* Preparing, maintaining, analyzing, verifying, and reconciling financial transactions, financial statements, records, and reports and processing year end accounts.
* Preparing weekly confidential project reports for presentation to management.
* Responsible for sales tax return ,works contract return, and annual return of company
* Reviewing the company’s financial systems.
* Preparation of pay roll, purchase orders etc.
* Preparing monthly reconciliations of balance sheet accounts.
* Prepared works contract and sales tax returns for audit.
* Preparing monthly reports for senior managers that include business Project status and Performance Indicators.

**EDUCATION**

* **Master of Business Administration**(**MBA- Finance**)from Universityof Mahatma Gandhi,Kottayam,Kerala,India. Passed inApril 2014 with 60% marks
* Graduation in**Bachelor of Commerce** from University of Calicut,Kerala, India. Passed in April 2012 with 69% marks
* **Board of Higher Secondary Examination,**Kerala, India. Passed in March 2009 with 83% marks
* **Matriculation -** Secondary SchoolLeaving Certificate Examination, General Education Department Government of Kerala, India.Passed in March 2007 with 90% marks

### COMPUTER SKILLS

* Tally
* Peachtree
* Daceasy
* MS-Office
* Windows
* Other basics of computer

## PERSONAL PROFILE

* Date of birth : 02nd October1991
* Nationality : Indian