**ARUNDAS**

Email: arun\_386639@2freemail.com

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| **MASTER OF BUSINESS ADMINISTRATION** |

**CAREER OBJECTIVE**

* To work in a professional environment, which will enable me to develop my potentials and also to meet the challenges and excel in a field, where I can fully utilize my skills and knowledge for the organization’s growth.

**WORK EXPERIENCE**

* Firm : MEDICALS

Designation : ACCOUNTANT.

Duration :3rd January 2013 – 25thSeptember 2015

 **EXPERIENCE IN HANDLING**

* Handling journal entries, accounts and various ledgers
* Preparation of balance sheets
* Preparation of final accounts-computerization of accounts of almost all types of business
* Stock management
* Tax filing

**ACADEMIC CREDENTIALS**

* **MBA (FINANCE and H R)** from Presidency College (Bangalore University), in the year 2018.
* **B.COM** from SREE SASTHA College (Calicut University), in the year 2015.
* **HSE** from HVHSS KARAKUNNU (Kerala State Board), in the year 2012.
* **SSLC** from P M S A H S ELANKUR (Kerala State Board), in the year 2010.

**PROJECTS UNDERTAKEN**

* A study on the topic effectiveness of advertisement in MUTHOOT FINANCE PVT LTD B com 2015
* A study study on impact of customers retention in A M MOTORS pvt ltd. 2017 3rd sem.
* A study about employee attrition with special reference in AMS SPICES AND FOOD PRODUCTS PVT LTD. 2018 4rth sem.

**TRAINING AND ADDITIONAL COURSE**

* I attend one day GST (GOODS AND SERVICES TAX) work shop at presidency college Bangalore year 2018
* Seven weeks Training in marketing department in AMS Spices and Food Products PVT LTD. Kerala

**PERSONAL STRENGTHS**

* Excellent cooperation skill and team building spirit
* Good leadership quality
* Effective communication skills
* Adaptable and passionate
* Positive and proactive nature
* Responsible at work and works under pressure
* Punctual

**COMPUTER PROFICIENCY**

* Windows 8
* Microsoft Excel
* Microsoft PowerPoint
* Microsoft Word
* tally

**LANGUAGES KNOWN**

English, Hindi, Malayalam, Tamil.

**PERSONAL DETAILS**

NAME: ARUNDAS

DATE OF BIRTH: 03-05-1994

NATIONALITY: Indian

PLACE: Dubai.