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| **CURRICULUMVITAE**  |
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| **SHIKHIL** |
| **Email:** **shikhil-393128@2freemail.com** |
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| **Date of Birth :26.08.1994** |
| **Nationality : Indian** |
| **Marital Status : Single** |
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|  | **Career Objectives** |
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|  | **To learn and function effectively in an organization and be able to deliver to the bottom-line , To constantly upgrade my knowledge and skill and make a difference in whatever I do** |
|  |  |
|  | **Professional& Academic Skills** |
|  |  |  |
|  | * Accounts Receivable
 | * Accounts Payable
 |
|  | * Accounting
 | * Taxation
 |
|  | * Tally Erp Software
 | * Task Accounting Software
 |
|  |  |  |
|  |  |
|  | **Academic Qualifications** |
|  |  |
| **QUALIFICATION** | **BOARD /University**  | **YEAR OF PASSING** |
| PG (MCOM) | KANNUR UNIVERSITY | 2017 |
| DEGREE (BCOM WITH TAX) | KERALA UNIVERSITY | 2015 |
| PLUS TWO (COMMERCE WITH CA ) | BOARD OF HIGHER SECONDARY EXAMINATION KERALA | 2012 |
| SSLC | BOARD OF PUBLIC EXAMINATION KERALA  | 2010 |
|  |  |
|  | **Work Experience** |

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| **Position : Assistant Accountant****Duration: 3rdAug-2018 to 15th June-19****Job Profile : The Main responsibilities include** Place : Bangalore India* Maintain Day to day accounts Transactions in Task Accounting Software
* Prepared Journal Entries for month end transaction.
* Posts customer payments by recording cash, checks
* Updates receivables by totaling unpaid invoices.
* Verifies validity of account discrepancies by obtaining and investigating information from sales& customer place
* Resolves valid or authorized deductions by entering adjusting entries.
* Prepare SOA & send to the customer
* Regular follow up with customer as per the credit terms and maintaining individual log sheets.
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| **Computer Qualification, experience** * Tally Erp
* Task
* MS Excel,
* MS Word

**Personal Strengths** |

* Discipline , Good Communication Skills , Hard working
* High Sense of Commitment

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| **Extra curricular** |

* NCC A Certificate Holder
* Gym Trainer

**Linguistic Abilities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S L NO.** | **DESCRIPTION** | **SPEAK** | **WRITE** | **READ** |
| **1** | **English** | **Excellent** | **Excellent** | **Excellent** |
| **2** | **Malayalam** | **Excellent** | **Excellent** | **Excellent** |
| **3** | **Hindi** |  | **Excellent** | **Excellent** |

**Personal Details**Name : SHIKHILDate of Birth : 26-08-1994Gender : MaleNationality : IndianReligion : HinduMarital Status : Single**Declaration**  **I am confident of my ability to work in a team. I hereby declare that the information furnished above is true to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.** |