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| |  | | --- | | **CURRICULUMVITAE** | |  | |  | | **SHIKHIL** | | **Email:** [**shikhil-393128@2freemail.com**](mailto:shikhil-393128@2freemail.com) | |  | |  | |  | | **Date of Birth :26.08.1994** | | **Nationality : Indian** | | **Marital Status : Single** | |  | |  | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  | |  | | | |  |  | |  | | | |  |  | |  | | | |  | **Career Objectives** | | | | | |  |  | | | | | |  | **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** | | | | |  |  | | --- | | **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. | |
| |  | | --- | | **Computer Qualification, experience**   * Tally Erp * Task * MS Excel, * MS Word   **Personal Strengths** |  * Discipline , Good Communication Skills , Hard working * High Sense of Commitment  |  | | --- | | **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 : SHIKHIL  Date of Birth : 26-08-1994  Gender : Male  Nationality : Indian  Religion : Hindu  Marital 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.** | |