**CONTACT INFO**

Hari-393389@2freemail.com

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Visa Status** | **: Visit Visa** |
|  |  |
| **Date Of Birth** | **: 04-09-1996** |
| **Gender** | **: Male** |
| **Nationality** | **: Indian** |
|  |  |
| **Marital Status** | **: Single** |

**Religion** **: Hindu**

**Languages Known : English**  **Malayalam**

**Tamil**

**PROFESSIONAL SKILLS**

* **Interpersonal Abilities**
* **Teamwork**
* **Loyalty**
* **Self-Motivated**
* **Creativity**
* **Encouraging people**
* **Ability to Work With Little or No Supervision**

**ACCOUNTANT**



**Two Year of Professional Experience**

**HARI**

To seek a challenging position in Accounts or Administration with a Organization, where I can utilize my experience & skill

**WORK EXPERIENCE**

Kerala, India (May 2018 – June 2019) Designation: Account executive

**JOB PROFILE**

* Verifying the transactions on daily basis and Maintain Journals, ledgers and other supporting records
* Accurately and promptly processing documentation includes Delivery note, Debit note, Credit note, invoices, Receipts& Payments etc
* Planning registers for payments & Receipts and maintain liquidity to ensure availability of adequate funds
* Maintain of statistics on credit customers & Suppliers, Reconcile all credit reviews.
* Vendor reconciliation
* Reconciliation of bank statements, cash in hand, inter -company accounts, account payable and account Receivable
* Manage & control Inventory; Maintaining Order Register, Material Inward and Outward Book r & conduct physical verification of stock on random basis
* Manage Payroll, Employee Loan, Advance Salary,

Leave Salary, End of Service Benefits and coordination with HR Department

* Managing and recording all books of accounts
* Preparing cash flow statement and ensure timely bank payment
* Billing, cash management and maintain petty cash expenses
* Preparing audit schedules and working closely with the auditors to ensure that auditing is completed in time
* Assisting the financial department and senior accounting staff members with various task
* Perform other related duties as required

**CERTIFICATION COURSE**

* Certificate in diploma in corporate accounting and taxation (PASS corporate training , Kerala)

**EDUCATIONAL QUALIFICATION**

* Master of commerce in foreign trade (M.com) – IGNOU , Delhi (pursuing)
* Bachelor of commerce (B.com) – M.G university, Kerala, India

**I T SKILL**

* Microsoft office packages
* Accounting packages- TALLY, Ateas
* Languages- HTML, SQL, C++
* Confidence to do any accounting packages

**REFERENCE**

Reference will be provided on demand

**DECLARATION**

I hereby declare all the above details are true and correct to the best of my knowledge and belief

Date :

Place :

**HARI**