|  |  |
| --- | --- |
| ARUN C:\Users\dell\Desktop\161626-1.jpg**Email****arun-394930@2freemail.co**m **Personal Data**Date of Birth : 20-04-1993 Sex : Male Nationality : Indian Marital Status: single Languages Known: English, Hindi, Malayalam, Tamil | **Career Objective** |
| To seek placement with in a reputed, progressive / multinational organization, with an opportunity to utilize my experience to ensure consistent growth of the organization aswell as facilitate my career development. |
| **Professional Skills** |
| ➢Ability to accept any challenge with an optimistic outlook.➢Teaming up with the colleagues and willingness to learn.➢Comprehensive problems solving abilities.➢Quick Learner. |
| **Technical Expertise** |
| * Microsoft Word
* Microsoft Excel
* Microsoft Internet Explorer
* Computerized Accounting
 |
| **Area of Experience** |
| * Accounting Activities
* Financial Activities
* Auditing Activities
* Banking activities
* Reconciliation with products &consumption
 |
| **Executive Summary** |
| * Take responsibility to do work sincerely.
* Team player with people and presentation.
* Give respect to everyone.
 |
| **Work Experience** |
| **Accountant** | Duration : 26.05.18 – 31.08.2019 Role :General accounting |
| **Sr.Accounts Assistant (Finance & Accounts)** | Duration : 01.09.15 -18.12.17Role : General accounting |

|  |
| --- |
| **Work Details** |
| **Company** | The company has more than 85 branches many warehouses spread across the globe. The company has a wide range of products in various categories under different brands. (Products- Mobile cases,Mobile LCDs,Batteries,BluetoothSpeakers,Housings,Chargers,Datacables,Connectors,EarPhones,MobilePhones,Tab)(Brands- Ravoz,Microdigit, Bluedigit, Fonecom and other all Multinational Brands) |
| **Role** | **Accountant** |
| **Description** | * Weekly and monthly Branch Reconciliation and Reconciliation of Supplier/Customer’s statement with aging report.
* Submission Monthly, quarterly reports to the management, following outstanding payments.
* Analyzing Sales turnover, internal Audit.
* Management of day to day accounts transactions and petty cash management.
* Managementofreceivablesandpayableswithupdatedandagewisereports(debtors–creditors

Reconciliation also) to management.* Inventory Management (Partially)
 |
| **Company** | The Company is a group of 32 establishment/firms .The group is mainly in to the manufacturing and processing ice cream & dairy products in the famous brand “LAZZA,SKEI &UNCLE JOHN,” all over the country with the net turnover not less than150 cores. |
| **Role** | **Sr.Accouts Assistant (Finance & Accounts)** |
| **Description** | * Weekly and monthly Bank Reconciliation, Branch Reconciliation and Reconciliation of Supplier/Customer’s statement with aging report.
* Maintaining of Books and records & different kinds of registers.
* Preparing outstanding balances of debtors and creditors.
* Periodic review to ensure the system for inventory control is functioning properly.
* Submission Monthly, quarterly reports to the management, follow-up outstanding payments.
* Submission of financial report to Finance Manager
* Analyzing Sales turnover, internal Audit.
* Management of day to day accounts transactions (Verification of day book, cash book, sales registers, purchases registers, Sale invoice, Purchase bills etc.)
* Management of receivables and payables with updated and age wise reports to management.
* Management of bank transactions (Reconciliation of bank accounts and administration of online banking functions etc)
* Assisting subsidy work for Accounts Officer.
 |

# EDUCATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Course*** | ***Institution*** | ***Board/University*** | ***Year*** | ***%*** |
| ***BBA*** | ***MC VARGHESE ARTS & SCIENCE COLLEGE******ETTUMANOOR*** | ***MG UNIVERSITY*** | ***2014*** | ***55%*** |
| ***+2*** | ***CMS HSS KOTTAYAM*** | ***KERALA STATE*** | ***2011*** | ***64%*** |
| **10TH** | ***CMS HS KOTTAYAM*** | ***KERALA STATE*** | **2009** | **78%** |

**DECLARATION**

I hereby declare that above given particulars are true to my knowledge & belief.

ARUN