

RESUME



HAREESH.M

Permanent Address:

**MANNARAM
KUNNATH HOUSE
PANTHEERANKAVE(PO)
KODAL NADAKAVE
KOZHIKODE
KERALA - 673019
MOB 9846114062**

Present Address:

**MANNARAM
KUNNATH HOUSE
PANTHEERANKAVE(PO)
KODAL NADAKAVE
KOZHIKODE
KERALA - 673019
INDIA
E-Mail**

hareeshamie@gmail.com

Linguistic Abilities:

**MALAYALAM -MOTHER
TOUNGE**

ENGLISH - Read/Write/Speak

HINDI - Read/Write/ Speak

TAMIL - Speak

CAREER OBJECTIVES

A self-motivated individual seeking for a responsible position where I can learn, apply my knowledge towards organizational as well as personal growth.

KEY SKILL SET AND STRENGTHS

- **System Oriented:** Ability to keep track of all activities on day-2 day basis.
- **Interpersonal Abilities:** Easy, Informal communication skills in English, Hindi, Tamil and Malayalam..
- **Decision Maker:** Quick and decisive, ability to resolve issues on the spot.
- **Team Player:** Committed team player and take complete responsibility in all my areas of activity.
- **IT Savvy:** Microsoft Packages like MS office, Outlook etc.

EDUCATIONAL PROFILE

- **S.S.L.C** - BOARD OF PUBLIC EXAMINATION, KERALA
- **PLUS TWO** - BOARD OF HIGHER SECONDARY EXAMINATION, KERALA
- **B COM – NEFTU(DOING)**
- **STCW** - STANDERD CERTIFICATE OF WATCH KEEPING
- **DIPLOMA IN AUTOMOBILE TECHNOLOGY**
- **IIW** - THE INDIAN INSTITUTE OF WELDING

WORK EXPERIENCE

01 Aug 2015 - Present Accountant, Athulya Ayurvedic Medical Research Centre, Mundikkal Thazham

01 Aug 2015 - Present Accountant, J J Associates, Mundikkal Thazham

01 Apr 2016 - Present Accountant, Internal accounting in Big Save Supermarket, Feroke

01 Apr 2016 - Present Accountant, Internal accounting in Gama Holidays, Calicut

Personal Data:

Father's Name :

Vinod kumar.M

Date of Birth : 28-05-1993

Age : 24

Sex : Male

Nationality : Indian

Religion : Hindu

Driving license: Valid Indian
Driving
License**01 Apr 2017 – Present Accountant, Internal accounting in
Premier Diagnostics & Research Centre (Lab), Calicut****Responsibilities**

- Periodical Accounting and Consultancy work.
- Management Report as on time.
- Data Entry mode in Tally Erp.
- Documentation support Works in Taxation
- Periodical Consultancy in Accounting and Auditing
- Accounts Receivables and Payables.
- Assisted and coordinated with the Store Manager in computing stocks and accounts
- Collecting payments by cash, cheque, and credit/debit card
- Reconciliation of internal accounts.
- Billing
- Logistics
- Stock Clearing
- Bank & Credit card Reconciliation

RELEVANT TRAINING COURSES

- Tally Erp
- MS Office
- Adobe Photoshop

COMPUTER SKILLS

- Keyboard Hands in Windows Based Ms. Excel

PASSPORT DETAILS

- M2062138 Date Of issue: 12-09-2014

DECLARATION

I hereby declare that all the information provided by me in this resume is true and correct to best of my knowledge

Signature,

(HAREESH M)