

# RESUME



**AMITH.M.P**

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**Permanent Address:**

Malayath Melethil House  
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India

**Passport No**

Passport No : N 5850962  
Place Of Issue : Kozhikode  
Date of Issue : 30/12/2015  
Expiry Date : 29/12/2025

## CAREER OBJECTIVES

To be an important member of a team in an organization that would afford me opportunities to develop, innovate and contribute my very best by assimilating its organizational strengths and ethos.

## HIGHLIGHTS

An energetic, self motivated and hardworking. Able to provide an impressive customer care service and work as part of a team. An effective communicator at all the levels within an organization, Good problem solving and analytical skills.

## QUALIFICATIONS

COURSE	YEAR	BOARD/ UNIVERSITY / INSTITUTION
B.Com	2015	Kannur University

## COMPUTER QUALIFICATION

- **SAP FI/CO & B One ( Cast Education, Calicut Zam Zam Building, Nr Focus Mall, Mavoor Road, Kozhikode -673004, Opposite Nandilath G Mart)**
- Tally ERP.9
- MS Office
- Photoshop
- Data Entry

## BEHAVIORAL CHARACTERISTICS

- ☐ Commitment to quality and results.
- ☐ Strong fundamentals and quick learner.
- ☐ Perform various roles as the situation demands.
- ☐ Good communication skills
- ☐ Hard working
- ☐ I like to observe peoples and surroundings

## WORK EXPERIENCE

- ❖ working experience as an Salesman and Accountant in Retail mobile shop ,Mananthavady,wayanad,kerala from 15-02-2018 to 25-02-2023

### **Linguistic Abilities:**

ENGLISH - Read/Write/Speak

HINDI -Speak

MALAYALAM-Read/Write/Speak

- ❖ Working experience as an Accounts Assistant in M/S ABDUL RASHEED & ASSOCIATES Accounting Consultancy Mananthavady, Kerala. India. Branch Office at Bangalore Karnataka, Kerala India. Attained ample experience in the various Accounting activities from Vouching to Finalization of Accounts of Trading, Manufacturing and Service Organizations. From 01/11/2015 to 31/12/2016

### **EXPERIENCE AS AN ACCOUNTS ASSISTANT IN ABDUL RASHEED & ASSOCIATES**

- ☐ Practice in both manual and computerized accounting.
- ☐ Accounting activities up to finalization of accounts.
- ☐ Preparation of Credit Note, Debit Note, Stock, Post Dated Cheque (PDC) etc.
- ☐ Maintenance of various accounting registers for Purchases and Sales.
- ☐ Computerization of accounts using Tally 9.
- ☐ Preparation of Income & Expenditure Statements for different types of business.
- ☐ Preparation of bank reconciliation statements.
- ☐ Working experience in Trading and Manufacturing Company accounts.
- ☐ Experience in E Seva Centre from 15-12-2017 to 10-07-2019.

### **PERSONAL DATA**

Father Name.	:	Gopalan K.V
Date of Birth.	:	20-09-1994
Sex.	:	Male
Marital Status.	:	Single
Nationality.	:	Indian

### **DECLARATION**

All the information provided by me in this resume is correct to my knowledge and I have not knowingly omitted any related information, which would have a bearing on my employment with you.

Place: Burjuman  
Date:

AMITH.M.P

