

RESUME

ANOOP VARGHESE



Current Address:

Sunrise Building,
Karama ,Dubai
UAE

Mobile: +971505643165

Email: anoopfrg@gmail.com

Permanent Address:

Koikkara House
Paduvapuram P.O,
Ernakulam Dist.
Kerala, India
Pin - 683576

Personal Profile:

Age & Sex : 29, Male
Date of Birth : 01 April 1992
Nationality : Indian
Marital Status : Single

Passport Details

Passport Number : N2178285
Visa Status: 3 months visiting
12/11/2021-
10/02/2021

Languages Known:

English ,Hindi & Malayalam

Softwares Known:

Tally ,MS Office

CAREER OBJECTIVE

To work with an organization where I can exhibit my skills,experience and lead it towards the success and growth of my career and the establishment.

EDUCATIONAL QUALIFICATION

Name of the course : M.Com (Finance)
Board/University : Mahathma Gandhi University
Year of Passing : 2016

Name of the course : B.Com with Computer Application
Board/University : Mahathma Gandhi University
Year of Passing : 2013

WORK EXPERIENCE

❖ Store Manager – May 2019 to October 2021

Medi Pharma, Pharmaceutical Distributors, Angamaly

- Day today supervision of sales, staff s and stock.
- Dealing with customer queries and compliants.
- Organize orders and inventory.
- Decision making and problem solving.
- Scheduling and assigning duties of staffs.

❖ Store In charge & Assistant Accountant – Feb. 2017 to Apr 2019

Chakkiathmooda Trading Co., Angamaly

- Make sales and purchase invoicing
- Perform stock related duties including packing ,&supplies of rice bran oil
- Maintain proper stock levels.
- Accounts payables and receivables management.

❖ Audit Assistant- December 2015 to December 2016

FRG Associates, Chartered Accountants firm, Ernakulam

- Experience in passing journal entries.
- preparation of financial statements.
- Verification of accounting statements.

ADDITIONAL QUALIFICATION

- Professional Diploma in Computerized Financial Accounting
- Financial Management using Tally
- Retail Management course conducted by BASE

DECLARATION

I solemnly declare that the above furnished information given by me is true to the best my knowledge and belief.

ANOOP VARGHESE