



MIDHIN N SETHUMADHAVAN

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Mob-+971 505399068

CORE COMPETENCIES

- Communication skills
- Negotiation skill
- Positive outlook
- Self motivated
- Honest and Polite
- Multi-tasking

LANGUAGES

- English
- Hindi
- Tamil

REFERENCE

- T P Unnikrishnan
CEO
Sunglo Energy Solutions
Poovani Junction
Kerala, India
Contact
No+9717511177723

CURRICULUM VITAE

CAREER OBJECTIVE:

A career with an organization providing ample space and scope for mutual prosperity to work efficiently and effectively throughout to prove myself an asset for organization by holding a position of responsibility and challenge in future.

EDUCATIONAL QUALIFICATION:

- ❖ BBA-FINANCE (Calicut University)
(Chinmaya Mission college, Kerala, India)
- ❖ Higher Secondary
(S.R.K.G.V.M.H.S.S,Puranattukara, Kerala India)
- ❖ Secondary School Leaving Certificate
(S.R.K.G.V.M.H.S.S,Puranattukara, Kerala, India)

WORK EXPERIENCE

- ❖ Account's Executive in Popular Hyundai Kerala, India (Automobile field) (August 1st 2016 to Feb 28th 2019)
- ❖ Site Accountant in Popular Tekton Builder's and Contractor's Kerala, India (Construction field) (March 1st 2019 to May 31st 2020)
- ❖ Accountant in Sunglo Energy Solutions Kerala, India (Renewable Energy field) (June 1st 2020 to Feb 6th 2021)

RESPONSIBILITIES

- ❖ Manage all accounting Transaction
- ❖ Cash Payment's and Receivable's
- ❖ Bank Reconciliation
- ❖ Purchase Entering
- ❖ Sales Billing
- ❖ GST Preparation
- ❖ Employees Salary Taking From Payroll
- ❖ Stock In and Out Entering

COMPUTERSKILLS:

- ❖ Expertise in the usage of MS office namely Word,MS-Excel,Power point,
- ❖ Tally ERP 9

PERSONAL PROFILE:

- ❖ Quick learner and adapted to new situations and work producers with minimum instructions.
- ❖ Perfectionist in both in low and high stress working environments.
- ❖ Having good interpersonal skills and pleasant personality.

PERSONAL INFORMATION:

Father's Name	Sethumadhavan N.K
Nationality	Indian
Gender	Male
Date of Birth	27/11/1993
Marital Status	Single
Passport No	P9133014
Visa Status	Visiting Visa, Expires On 02/09/2021

DECLARATION:

I hereby declare that the above mentioned matters are correct and true to the best of my knowledge and belief.

Place - Ajman

Midhin N Sethumadhavan