



# KISHOR KUMAR

## ♠ PROFILE

Holder of, **MBA in Finance** Seeking position in a company where I can explore more of my talent and skills and in a more creative way makes use of the opportunities to grow, learn and to develop my personality.

## ♠ EXPERIENCE

➤ **ORGANISATION : VAJRI TECH PRIVATE LIMITED**  
2019 -2020 Designation : **ASSISTANT ACCOUNTANT**  
**Application: Tally ERP 9**

- ☺ Recording transactions relating to all shops and warehouses.
- ☺ Administration Task and Document Controlling
- ☺ Maintaining records of assets and liabilities.
- ☺ Preparation of general ledger, and managing petty cash.
- ☺ Quotation preparation
- ☺ Prepare payroll and process payouts.
- ☺ Recording transactions relating to all local purchases.
- ☺ Bank reconciliation statement.
- ☺ Posting month end entries – prepaid, depreciation.
- ☺ Preparing GST documents on each quarter and posting vat return entries
- ☺ Managing online sales and commission for online sales ,
- ☺ Ensuring monthly payment of utilities

➤ **ORGANISATION : MANESH ASSOCIATES**  
**AUDITING COMPANY**

**DURATION : 2016-2017**

**Designation : AUDIT ASSOCIATE**

**Application : Tally ERP 9**

## ♠ PROFESSIONAL TRAINING

**INSTITUTION: SREE SHANKARACHARYA**  
**COMPUTER CENTRE**

**LOCATION: KASARAGOD, KERALA, INDIA**

**COURSE: COMPUTERIZED ACCOUNTING, BUSINESS LOGISTICS**  
**AND VIBES**

## ♠ CONTACT

✉ **kishordot@gmail.com**

☎ **+971551310593**

🏠 **Burdubai, Dubai, UAE**

## ♠ EDUCATION

♠ **Bachelor in Business Management (BBM)**  
MangaloreUniversity-2010-15

♠ **Masters in Business Administration (MBA)**  
MangaloreUniversity2015-17

## ♠ SKILLS

- ♠ Tally-ERP9
- ♠ Payroll
- ♠ Microsoft Excel
- ♠ QuickBooks
- ♠ File Arrangements
- ♠ Peachtree
- ♠ VAT processing
- ♠ Warehousing &Inventory
- ♠ Export Procedures
- ♠ Commercial Shipping
- ♠ Administration Task
- ♠ Document Controlling
- ♠ Communications skill
- ♠ Balance sheet,outlook

## ♠ SOFTWARE KNOLEDGE

- TALLY ERP -9
- QUICKBOOK
- PEACHTREE
- TRADEASY
- WINGS

## ♠ LINGUISTIC ABILITIES

- English - Excellent
- Hindi - Working Experience
- Malayalam - Native
- Tamil - Intermediate

## ♠ HOBBIES



Photography



Music



Reading



Writing

## ♠ REFERENCE



**Mr Manesh Kumar**

Accountant and tax practitioners  
TRIKARIPUR.Br.CHERUVATHUR  
+919447477222



**Mr Aswith Kumar**

Director of Vajri Tech Privited limited  
Mangalore -Karnataka.  
+919743581114

## ♠ PERSONAL INFORMATION

- Birthrate : 16/09/1992
- Gender : Male
- Marital Status : Single
- Nationality : Indian (Kerala)
- Passport : M4796593



**VISIT VISA (Till July2021)**

## ♠ DECLARATION

**I, KISHOR KUMAR**, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Kishor Kumar  
Kasaragod, Kerala