
	<b>ABHIRAM.K.V</b> Accountant and Admin Assistant	<b>Email :</b> <a href="mailto:kvabhi1998@gmail.com">kvabhi1998@gmail.com</a>  <b>Mob :</b> +91-9048135568  : 0527085717
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## CAREER OBJECTIVE

Excellent accounting skills,with experience in Excel and Tally ERP9,dealt with customers and high level workloads within strict deadlines. Now looking to start a new challenging position to meet my competencies, capabilities, skills, education and experience

## WORK EXPERIENCE

- SELF SORT TAX PRACTITIONER , Edappal,kerala  
Position: Accountant And Admin Assistant -1 year and 8 months

## JOB PROFILE

- Enhanced the credibility of finance function by generating accurate and timely MIS Reports
- Diplomatic and Excellent in Public Relation and Office Administration
- Experienced in controlling Debtors & Creditors and preparation of debtors & Creditors Outstanding list and reporting to Management
- Expertise in Audit preparation of yearly financials in audit format and submitting to auditors for auditing
- Expertise in preparing of weekly Bank, Cash positions and Cash Budget statement
- Enter cash and credit receipt in to the computerized accounting system
- Experienced in preparation of monthly bank reconciliation statement
- Maintain day to day books of accounts
- Expertise in audit preparation of yearly financials in audit format
- Maintaining Purchase, Sales including Stock Register

## TECHNICAL SKILLS

- **MS Office** (window, Word, Excel and Power Point)
- Advanced Diploma in Manual and Computerized Accounting (**ADMCA**)  
Course comprises of following modules :
  - Manual Accounting
  - Tally ERP9
- EXCEL
- Computerized Accounting in Tally

## LANGUAGES KNOWN

- English
- Hindi
- Malayalam

## PERSONAL SKILLS

- Solid ability to build excellent relationships with staff and management
- Excellent communication skills to persuade, influence and negotiate
- Comprehensive understanding of finance accounting processes
- Easily adapted to different working environment
- Perform assigned task with greater responsibility

## ACADEMIC QUALIFICATION

- **MBA** from Bharathiar university, kerala (Doing)
- **B.Com** from Calicut university, kerala in 2018
- **Plus Two** Commerce from HSE kerala in 2015
- **SSLC** from Kerala Board in 2012

## PERSONAL DETAILS

Date of Birth	:	16-07-1998
Marital Status	:	Single
Religion	:	Hindu
Sex	:	Male
Father's Name	:	Appunni.K.V
Mother's Name	:	Vrinda P
Nationality	:	Indian
Passport No	:	T7881703
Date of Expiry	:	12-08-2029
Visa status	:	Visit Visa
Visa validity	:	23-06-2020

## DECLARATION

here by declare that the details furnished above are true to the best of my knowledge and belief.

Place :

Date :

**ABHIRAM.K.V**