

CARRICULAM VITAE

ARUNKUMAR K A

Current Address:

Kozhungamadam House
Nedumkunnam P O
Kottayam
PIN:686542

Mobile:

9745839453
7012479908

E-Mail:

Kaarun2011@gmail.com

Personal Details:

Date of Birth:05.02.1992

Gender: Male.

Nationality: Indian.

Marital Status:

Single.

Linguistic Proficiency:

English, Hindi &
Malayalam

Permanent Address:

Kozhungamadam (H)
Nedunkunnam(po),
Kottayam (Dist)
PIN-686542
Kerala,
India.
Ph. : 09745839453
7012479908



Objective :

1. Seeking a challenging and growth-oriented position that will permit me to use and enhance my skills effectively and efficiently.
2. To perform work in an efficient and professional manner and in accordance with project specification and industry standards.

SKILLS

Good communication and Presentation Skill

Academic Qualifications :

Examination Passed	Name of Univ./Board	Year of Passing	Percent
B.S.C	MG University	2012	63%
H.S.C.	HSE Board Kerala	2009	64%
S.S.L.C.	Public Exam Board Kerala	2007	55%

Work Experience :

- ❖ 1.5Yr Experience as Area Manager-Audit in **Muthoot Mini Financiers LTD** at Changanachery
- ❖ 1.5Yr experience as Jr.Audit .Exe at '**Muthoot Finance Ltd**' at Karnal Region
- ❖ 1Yr experience as Clerical Staff at **Muthoot Mercantile Ltd** at Pampady Branch

Computer Proficiency:

- MS Office, Excel ,
- . Net , CBS
- Internet and email operations

Basic Profile :**Area Manager – Audit**

- Internal Audit of Branches in Changanachery, Pathanamthitta & Mavelikara Regions.
- Scrutiny of Ledgers accounts.
- Vouching of Income and Expenses.
- Verification of cash Book.
- Routine verification of Valuable assets in the Branches
- Verification of KYC Records.

Audit Executive

- Internal Audit of Branches in Karnal Region(Haryana).
- Inventory , Cash ,Forex Verification
- Scrutiny of Ledgers accounts.
- Verification of cash Book.
- Vouching of Income and Expenses.
- Filing, Preparation and maintaining Of Files.
- Verification of KYC Records.

Strengths :

- Accepting any challenge with positive Attitude.
- Maintain good interpersonal relationship.
- Result oriented.

Professional Attributes :

- Knowledge of Computer operations.
- Listening to music, watching movies.
- Reading educational books
- Playing Cricket

I hereby declare that all above information furnished by me is true & correct in the best of my knowledge.

Place: Kottayam

Arunkumar K A