

HARIKRISHNAN P C

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PH : +971558824509 , +917907252869



Professional Summary

- Intend to build a career with leading organization.
- Strong Computer Background.
- Flexible and work well in a team.
- Seeking a position to utilize my skills and abilities.

Educational Qualification: -

2020	Bachelor of Commerce (B.com) from MG University, Kottayam	Kerala
2016	Higher Secondary Board	Kerala
2014	CBSE	Kerala

Technical Skills

- Tally.ERP9
- MS Office (Word, Excel, Power Point)

Trained in: -

Accounts Management	: Handling of al levels of accounts books. Creation and analysis as required by Managements for: Outstanding Receivables / Payables with due date & age wise. Cost centers for all types of Projects and Divisional performance, Voucher classes for automatic allocation, Multiple Currencies for Import & Export. Interest calculation for bank loan, budget, Scenario for Provisional statement and MIS.
Banking	: Bank Reconciliations, Chequebook management, Cheque/Deposit slips printing, payment advice printing, post-dated Cheque.
Job Costing Management	: Job order processing & Job costing for any type of project outsourcing
Inventory Management	: Purchase/Sales order, Re-Order, Inventory Vouchers like Delivery note, Receipt Note, Physical stock etc. Batch wise details with expiry date, additional cost, Price List, Stock Query, Stock valuation etc. Bill of Materials for manufacturing with per unit cost.
Taxation Management	: GST, VAT, CST, Excise & Service Tax.
Payroll Management	: Preparation of salary with PF, ESI, TDS & other statutory.
Technical Advantages	: Tally Vault, Security Controls, Tally Audit, Export and Import of data, Tally ODBC, Consolidation of Accounts for group of companies

Personal Skills: -

- Project Management Skills.
- Hardworking, Disciplined and Self Motivated.
- Good Communication and Leadership Skills.
- Sincere, Creative and Responsible.

Passport Details: -

Passport Number : **T 9910178**
Date of Issue : 28/10/2019
Expiry Date : 27/10/2029
Place of Issue : Trivandrum

Personal Profile: -

Father Name : Chandrabose P S
DOB : 28.09.1998
Sex : Male
Marital Status : Single
Nationality : Indian
Religion & Caste : Hindu, Ezhava
Languages Known : English, Malayalam
Permanent Address : Puthuparampil
Pariyaram, P.O, Elanthoor.689643
Pathanamthitta (Dist.)
Kerala, India.

Declaration: -

I hereby declare that the information is furnished above are true to my best of my knowledge and belief.

Place : Pathanamthitta
Date : 03/01/2021

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