



## **ASHITHRAJ.A**

[ashithrajathiyal007@gmail.com](mailto:ashithrajathiyal007@gmail.com)

Mob (UAE): +971554516162

### **Personal Details**

**Name of Father :** Rajan.A

**Date of Birth :** 25-10-1995

**Sex :** Male

**Nationality :** Indian

**Marital Status :** Single

### **Languages Known:**

- English, Hindi, Malayalam, Tamil.

### **Hobbies :**

- Reading, Travelling, Driving

### **Passport Details :**

- No : N6399937

### **Visa Status :**

- Visiting Visa

## **PERSONAL PROFILE**

- An energetic, motivated and highly dynamic commerce graduate with MBA in FINANCE from BHARATHIAR UNIVERSITY, with excellent tactical and extensive knowledge in modern accounting and banking.

## **OBJECTIVE**

- Seeking a challenging career position in any organization that provides me opportunity to demonstrate my skills and improve my knowledge and be a part of team that works dynamically towards. The goal and organization.

## **EDUCATIONAL QUALIFICATION**

- Master of Business Administration (MBA) with financial management from University of Bharathiar, Coimbatore -2018
- Bachelor of Commerce (B.Com) from University of IGNOU, New Delhi -2016
- Higher Secondary Examination –Department of Commerce ,Morazha Govt Higher Secondary School - 2013
- SSLC ,Morazha Govt Higher Secondary School -2011

## **COMPUTER QUALIFICATION**

- SAP Accounting, ,GST Return file
- Well verses with Tally ERP 9, Peachtree
- Quick Book, Peachtree, Busy ,Online GST, Focus 9
- ADCFA(Advanced Diploma In Computerized Financial Accounting)
- Certificate in Computerized Accounting (CCA) - CDIT(Centre For Development of Imagine Technology– under Govt.of kerala
- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Internet-mail

## PROFESSIONAL EXPERIENCE

- Six month (05/04/2021 To 27/11/2021 ) worked as an **ACCOUNTANT** at **S.S CLINIC** , Chala , Kannur - Kerala
- One and half year ( 12/11/2019 To 03/04/2021 ) worked as an **Internal Auditor** at **NRE** ( National Radio Electronics ) **ADMINISTRATIVE HEAD OFFICE** , Taliparamba ,Kerala)

### **DUTIES & RESPONSIBILITIES**

- Verified all branch transactions, like cash books, ledgers and loan documents and customer business & personal information.
  - Presented a review of the finance requirements and financial status of sub department to superiors.
  - Verification of Financial books, Professional Tax, Insurance, and HR related records (like PF LIC,ESI etc.), Member profile for Loan disbursement, Loan documents (Funds received from Banks)
  - Bank statement verified with deposit and with draws in every month, and prepared a BRS Statements.
  - Verified the all branches cash flow, Trail balance, income and expenditure and balance sheet.
- Six month ( 16/05/2019 To 09/11/2019 ) worked as an **AUDIT ASSISTANT** at **MM SALES CORPORATION**, Mayyil- Kerala.

### **DUTIES & RESPONSIBILITIES**

- Preparing and maintain files of employees
  - Interact with internal and external clients relating to accounts and finance matters of outstanding, credit / debit notes, deductions etc.
  - Handling account payables and receivables.
  - Accounts to be maintained in books.
  - Responsible for preparation of cash, bank, journal, purchase contra and sales
  - Perform sales invoicing to client with information from operations department.
- Six month (12/07/2018 To 30/01/2019 ) worked as an **Accountant Assistant** at **SRR ASSOCIATES, ACCOUNTS AND TAX PRACTITIONERS**, Kannur- Kerala .

Ph No : 04972711212 , MOB: +919847406212

### **DUTIES & RESPONSIBILITIES**

- Accounts payables and Receivables
  - GST Accounting and reconciliation
  - GST Returns Filings including Annual Return
  - Bank Reconciliation & Outstanding clearance
  - Income Tax Filing (ITR-1 & ITR-3)
  - Internal Accounts & Tax audit assist
- Two year (01/01/2016 To 15/01/2018) worked as an **Accountant** at **THE REAL ACCOUNTANT**, Accounting and Auditing Firm. Kannur - Kerala. Ph No: +919544432333

## **SKILLS & STRENGTH**

- Self motivation and passion to success.
- Can adapt to different working conditions.
- A good team worker and adaptability.
- Knowledgeable in accounting and book Keeping technology and practices.

## **DECLARATION**

I hereby declare that the above furnished details by me are true and correct to the best of my knowledge and believe.

**ASHITHRAJ. A**