



VIVEK T.P

E-mail **vivektp53@gmail.com**
Contact No : **+971-50 618 3021**
Residency : **Sharjah, UAE**
Nationality : **Indian**

CAREER OBJECTIVE

To obtain a challenging position in forward looking companies for utilizing my skills and abilities that offers professional growth while being resourceful, innovative and flexible. I want to be creative , learning and contributing towards the success of the company.

EDUCATION

S.No	Qualification	Board / University	Year
1	Bachelor of Commerce	University of Calicut	2017-2019

EMPLOYMENT HISTORY

- 1 year experience as an Accountant cum Data Entry Operator in KSM SUPERMARKET Kurumpadi, Malappuram Kerala

Attained ample Experience in a cashier Responsible for processing cash ,Debit and Credit and checking Transactions using a cash Register or other point of sale system in Retail Environment.

- 1 year experience as a Data Entry Operator In MGM Mall Mangalam
MGM Mall is a Supermarket in Mangalam Malappuram Kerala attained ample Experience in Data entry and Accounting activities ,Entering Accounts data from source documents with in time limits

Experience as an Accountant and Data Entry operator in Retail Market.

- Practice in both manual and computerized accounting.
- Accounting activities up to finalization of accounts.
- Preparation of Credit Note, Debit Note, Stock, Post Dated Cheque (PDC) etc.
- Maintenance of various accounting registers for Purchases and Sales.
- Computerization of accounts using Tally 9.
- Preparation of Income & Expenditure Statements for different types of business
- Working experience in Trading and Retail Company accounts

Computer Knowledge

- PG Diploma in Indian & Foreign Accounting (PGDIFA) from IPA Kerala (2019).
- Knowledge in SAP - Business One : Global Certificate Holder (2019).
- Knowledge in MS Office- Microsoft Excel Global Certificate Holder (2019).
- Specialized in Tally ERP 9.0, Peachtree & Quick Books Accounting Software. Knowledge in Computer Fundamentals, Windows XP, Windows 7, Linux

Languages:

- English
- Hindi
- Malayalam
- Tami

Personal Details:

Date of Birth : 16-08-1999
Nationality : Indian
Marital Status : Single
Passport Number: V4593316
Visa Status : Visit Visa (Valid until 06.02.2022)

DECLARATION

I hereby declare that all the details furnished above are true and best of my knowledge.

Vivek T.P
Sharjah, United Arab Emirates.