



ARJUN M K

ADMIN MANAGER & FINANCE (ACCOUNTANT)

CONTACTS



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Malappuram
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India



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OBJECTIVE

To be associated with a well-known and fast growing organization where my knowledge and abilities can be used for the betterment of the organization and thereby self-growth.

EDUCATION

Master's Degree in Finance
at Bangalore From VTU
2018

Graduated Bcom in
Cooperation From
Calicut University 2015

HSC in Computer
Commerce From GHSS
Tirurangadi
State Board 2011

SSLC From SNMHSS
Parappanangadi
State Board 2009

EXPERIENCE

ACCOUNTANT CUM PROJECT COORDINATOR | TANGICEPTS
HUMAN CAPITAL PVT LTD | CALICUT |

2021-Present

- Monitor account payable transaction within credit terms
- Key in bank payment vouchers, progress billing and supplier invoice into an excel file.
- Sorting out and filling supplier invoices, payment vouchers, official receipts and supplier statements
- Keeping payroll ready for payment in ERP & Manually
- In charge of purchasing monthly items for office use
- Focus on online banking services of company accounts (issue cheque, Fund transfer)
- Project handling till deadline (Allocation & budgeting)

ADMIN MANAGER CUM ACCOUNTANT | CK GLASS
ENTERPRISES PVT LTD | TANUR |

2018-2020

- Recording & updating databases-ERP
- Keep updated records of office expenses & costs
- Coordinate communication with candidates & schedule interviews
- Handling customer's order online & provides information on their requisition
- Controlling all cash inflow & outflow
- Handle & maintain Documentation
- Preparing Payroll Details in Excel
- Reporting Monthly Receipts and payments to higher authorities
- Conducting Monthly Meetings
- Controlling cash outflows & inflows

LANGUAGES KNOWN

- Malayalam
- Hindi
- English

TECHNICAL SKILLS

- DCPA
- Tally
- Microsoft Office
- Documentation

SOFT SKILLS

- Verbal & Written Communication
- Problem Solving
- Interpersonal
- Multi-Tasking

PERSONAL PROFILE

- Date of birth : 27-01-1994
- Fathers name : Ashokan m k
- Nationality : Indian
- Marital status : Single
- Passport number : U6568058

DECLARATION

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

Place : Parappanangadi
Date :

Yours Faithfully

Arjun m k