



OBJECTIVE

Dedicated and experienced accounting professional with proven success managing finances for mid-size commercial organizations. Seeking an opportunity to use my decade of experience to serve the state government.

EXPERIENCE

November 2019 -
November 2021

Vadakkan Industries

Accountant

Duties and Tasks

1. Assisting in Return filing
2. Preparing Financial statements
3. Maintenance of accounts and records
4. Taking Quotations
5. Cash Handling and Management
6. Analysis of Financial performance
7. Billing with the use of Tally and Excel
8. Completion of Day to Day Activities
9. Salary and Wages Handling
10. Dealing of Customers

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2018 - 2019

SK enterprise

Assistant Accountant- Part Time

Duties and Tasks

1. Cash management
2. Providing Financial informations
3. Preparing Financial Statements
4. Audit Assistance
5. Hanging Accounts and records
6. Dealing bank transactions

EDUCATION

2020

Master of Commerce (M.com) - MG University
A grade

2018

Bachelor of Commerce (B.com) - MG University
A GRADE

2020

G TECH

TALLY and Excel Expert Course
A grade

SKILLS

Expert in Tally Prime or ERP 9

Expert in Excel

Expert in MS office

Typing Speed

Audit Assistance

ACHIEVEMENTS & AWARDS

Best employee award- Vadakkan Industries- 2020

LANGUAGE

English

Hindi

Arabic

Tamil

Malayalam

PERSONAL DETAILS

Nationality : Indian

Visa status : Visit Visa

Passport Details : Number: U803400 ,Expires- 3/1/2031

Joining : Ready to join immediately