CURRICULUM VITAE

**AJESH.C.S**

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# Career Objective

To become a part of result oriented and highly successful team involved in implementing innovative and new ideas in tune with quality standards and present days technologies.

# Career Profile

* Highly flexible and adaptable performance.
* Ability to work individually and closely with others to accomplish assigned goals.
* Good judgment and creativity.
* Ability to learn new technologies and techniques.
* Independent problem solving.
* Good interpersonal communication skill.
* Very good team player with strong leadership capabilities.
* Ability to work under stress conditions with patience.

# Work Experience

**M/s. Barad Atlanta Trading** **(L.L.C) Sharjah –U.A.E**

Designation: Accountant & Logistics Coordinator April 2016 to July 2018.

**Duties & Responsibilities.**

* Prepare & maintain accounts up to finalization
* Prepare cash flow & Prepare accurate reports for upper management
* Reconciliation of various receivables & follow up
* Co- ordinate with external Auditors
* Handled Petty Cash transactions
* Responsible for maintaining accounting ledgers and performed account reconciliation.
* Maintaining the status of funds.
* Responsible for expenditure and collection transactions.
* Handled customer inquiries, researched problems and developed
* Coordinate and monitor supply chain operations
* Ensure premises, assets and communication ways are used effectively
* Utilize logistics it to optimize procedures
* Streamlines shipping and transportation processes
* Preparing documents for import and exports
* Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs
* Plan and track the shipment of final products according to customer requirements
* Keep logs and records of warehouse stock, executed orders etc.

**M/s M.A Trading Company (INDIA)**

Designation: Accountant May 2013 to July 2015.

* Manage all accounting operations based on accounting principles
* Prepare budget and financial forecasts
* Publish financial statements in time
* Conduct month-end and year-end close process
* Collect, analyze and summarize account information
* [Compute taxes](https://resources.workable.com/tax-accountant-job-description) and prepare tax returns, balance sheet, profit/loss statement etc
* Develop periodic reports for management
* Audit financial transactions and document accounting control procedures
* Keep information confidential and secure them with random database backups
* Keep up with financial policies, regulation and legislation

**M/s. Pars Iranian Restaurant** (Dubai)

Designation: Junior Accountant & Cashier August 2011 to April 2012.

**Duties & Responsibilities.**

* Researched problems and processed corrected payments.
* To maintain records of payment information.
* Managing vendor accounts, generating weekly on demand cheques.
* Handling payroll of 200 employees’.
* Maintaining track record of company’s expenses.
* Assisted In carrying out Company’s internal Audit.
* Carried Out various Functions related with bank from loans to online banking.

# Computer Knowledge

* Diploma in Computerized professional accounting(Tally ERP.9)
* Microsoft office
* knowledge in computer applications

# Language Skill

|  |
| --- |
| English |
| Malayalam |
| Hindi |

# Educational Qualification

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| --- | --- | --- |
| **Course** | **University/Board** | **Year** |
| B.Com | Calicut University | 2010 |
| Plus Two(commerce) | Board of Higher Secondary Education Govt. of Kerala. | 2005 |
| S.S.L.C | Board of Public Examination Govt. of Kerala | 2003 |

# Personal Details

**Name : Ajesh.C.S**

**Father name : Sivan**

**Mother name : Latha**

**Date of birth : 07-03-1988**

**Nationality : Indian**

**Sex : Male**

**Religion : Hindu**

**Marital status : Married**

**Passport no : P7919153**

**Visa Status : Visit Visa**

**Email ID :** ajeshnelluvai@gmail.com

# Declaration

I hereby solemnly and sincerely affirm that the above furnished particulars are true and correct to the best of my knowledge and belief.

Place: Thrissur

Date: 28-9-18 AJESH.C.S