



DAVID GNANA PAUL J

CAREER OBJECTIVE

Seeking challenging avenues where my knowledge and experience matches with organization growth and to continue for the achievement of organization goals and career prospects

CONTACT

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EDUCATION

PSG COLLEGE OF ARTS AND SCIENCE

JUNE 2017 – APRIL 2019

BBA (RETAIL MARKETING) WITH FIRST CLASS

SRM UNIVERSITY

JUNE 2019 – MAY 2021

MBA WITH FIRST CLASS

WORK EXPERIENCE

VPV OIL MILL (MANAGER OF ACCOUNTS AND FINANCE)

JUNE 2021–AUG 2022

- Analyzed Monthly balance sheets, Income Statements and cash flow information and wrote up reports.
- Supported year end audits by preparing physical and digital records for review
- Reconciled balance sheets and income statements each month.
- Processed vendor payments, invoices and account statements.
- Administered expenses in line with forecasted business demands and available income.
- Performed banking, business administration.

Technical Credentials:

Familiar with Microsoft Word, Excel, Access, PowerPoint

Personal Qualities:

- Strong motivational and leadership skills.
- Exceptional presentation and interpersonal skills.
- Unmatchable communication skills in writing and verbal both.
- Ability to work in a team as well as individual.