
	<b>ABHIRAM.K.V</b> <b>Finance &amp; Administration</b>	<b>Email :</b> <a href="mailto:kvabhi1998@gmail.com">kvabhi1998@gmail.com</a> <b>Mob :</b> +91-9048135568 
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## CAREER OBJECTIVE

Excellent accounting skills, with experience in Excel and Tally ERP9, deals with customers and high level workloads within strict deadlines. Now looking to start a new challenging position to meet my competencies, capabilities, skills, education and experience

## WORK EXPERIENCE

- NEWCITY PHARMACY, Koonamoochi, Kerala  
Position: ACCOUNTANT-9 Months
- MANAPPURAM FINANCE LTD, Ponnani, Kerala  
Position: Relationship Executive – 7 Months
- PHOENIX ALUMINIUM AND GLASS, Ajman, UAE  
Position: Accountant and Administration – 10 Months
- SELF SORT TAX PRACTITIONER, Edappal, Kerala  
Position: Administrator and Accountant -1 year and 8 Month

## JOB PROFILE

- Enhanced the credibility of finance function by generating accurate and timely MIS Reports
- Diplomatic and Excellent in Public Relation and Office Administration Experienced in
- controlling Debtors & Creditors and preparation of debtors & Creditors Outstanding list and reporting to Management
- Expertise in Audit preparation of yearly financials in audit format and submitting to auditors for auditing
- Expertise in preparing of weekly Bank, Cash positions and Cash Budget statement
- Enter cash and credit receipt in to the computerized accounting system
- Experienced in preparation of monthly bank reconciliation statement
- Maintain day to day books of accounts
- Maintaining Purchase, Sales including Stock Register

## TECHNICAL SKILLS

- MS Office (window, Word, Excel and Power Point)
- Advanced Diploma in Manual and Computerized Accounting (ADMCA) Course comprises of following modules :
  - Manual Accounting
  - Tally ERP9
- EXCEL
- Computerized Accounting in Tally

## LANGUAGES KNOWN

- English
- Hindi
- Malayalam

## PERSONAL SKILLS

- Solid ability to build excellent relationships with staff and management
- Excellent communication skills to persuade, influence and negotiate
- Comprehensive understanding of finance accounting processes
- Easily adapted to different working environment
- Perform assigned task with greater responsibility

## ACADEMIC QUALIFICATION

- MBA from Bharathiar university, kerala 2022
- B.Com from Calicut university, kerala in 2018
- Plus Two Commerce from HSE kerala in 2015
- SSLC from Kerala Board in 2012

## PERSONAL DETAILS

Date of Birth	:	16-07-1998
Marital Status	:	Single
Religion	:	Hindu
Sex	:	Male
Father's Name	:	Appunni.K.V
Mother's Name	:	Vrinda.P
Nationality	:	Indian

## DECLARATION

here by declare that the details furnished above are true to the best of my knowledge and belief.

Place :

Date :

ABHIRAM.K.V