

## **Resume Summary**

**Name:** Arvind Pillai

**Address:** B/H Valmiki High School, Atali Main Road, Ambivali, Kalyan (W), 421102

**Contact No:** +91-251-2271295

**Mobile No:** +91-9870215230

**Email id:** arvind\_nuchem@hotmail.com

**Current Location:** MAHARASHTRA (Mumbai)

**Preferred Location:** MAHARASHTRA (Mumbai)

**DOB:** 1979-07-17

**Gender:** Male

**Resume id:** 102382131

## **Resume Details**

**Title:** M.com (Part I) With 4 experience in Accounts cum Admin

**Key Skills:** M.com (Part I) with 4 experience in accounts

## **Professional Details**

**Work Experience:** 3 - 4 yrs.

**Level:** Junior - Executive, Assistant

**Functional Area :** Area of Specialization (AOS Experience):

- **Administration :** *Administration(1.2 yrs)*

**Current Employer:** Nuchem Limited

**Previous Employer:** Fitzer Instruments (P) India Ltd

**Current Industry:** Others

**Current Salary (Rs. P.A.) :** 120000 p.a.

## **Qualification**

**Highest Degree/Diploma:** M.Com

**Specialisation:** Commerce

**Institute :** Pune University

**2nd Highest Degree/Diploma:** M.Com

**Specialization:** Commerce

**Institute:** Pune University

## **Detail Resume**

CURRICULUM VITAE

Arvind K Pillai  
B/H Valmiki High School,  
Atali Main Road, Ambivali,  
Kalyan (W), 421102  
Mobile No. – 98702 15230  
EMAIL : arvind\_nuchem@hotmail.com

## CAREER OBJECTIVES

Having Four years of Experience in Account Executive as well as **Administrative Executive**. I have reached a level where I wish to consolidate upon my experience in this field to utilize my abilities and to excel in the progressive environment to my fullest potential.

## EDUCATION : -

MARCH 2000 Bachelor in Commerce from Mumbai University  
Passed M.Com Part I (Iind Class)  
Appearing for M.Com Part II

## KNOWLEDGE OF COMPUTER PACKAGES : -

Ms Office, Ms Outlook Express.  
Diploma in Office Automation  
Internet Applications.  
Tally 5.4, 6.3

## PROFESSIONAL WORK EXPERIENCE

A) COMPANY : M/S **NUCHEM LIMITED**

DURATION : FR OM DECEMBER 2004

DESIGNATION : Accountant Cum Administrative Executive

## ACCOUNTS FUNCTIONS

Maintainin g whole Books of Accounts Practically as well as Manually  
Preparing Credit and Debit Advices  
Preparing ESIC & M.P.T. statements  
Coordinate with Bank for Funds and Checking Day to day Balance.  
Assistant in preparing company final accounts (Balance Sheet)

## ADMINISTRATIV E FUNCTIONS

To look after day-to-day office administration work, petty cash, Husekeeping, and welfare activities, travel arrangement, coordination with general vendors, AMC, arranging meetings, security management,appointments, general record keeping in computers etc.

To ensure functioning of Electrical Euipments, EPABX, FAX Machines, Computers/Printers etc.

Maintainin g of company conference room such as audio/ video euipments, stationary reuirement/ banners. Taking care of catering facilities, sitting arrangement, arrangement of flowers, tea/ Refreshment facilities etc.

B) COMPANY : FITZER INSTRUMENTS (I) PVT LTD

DURATION : FROM 2001 TO 2004

DESIGNATION : ACCOUNT EXECUTIVE

## ACCOUNT FUNCTIONS

Handling Company Books of Accounts Practically as well as Manually  
Coordinate with Creditors for Payment  
Coordinate with Bank for Funds & Loan  
Handling Cash Book and Preparing Invoices  
Preparation of Stock Statment  
Handling Petty Cash  
Preparing uotation as well as Work Order, Test Certificate  
Travel Arrangement  
Hotel & Car Booking for Guest  
Managing Cafeteria  
Assistant in preparation of Final Audit

## PERSONAL DETAILS

Name : Arvind K Pillai

Father's Name : Kumarsan S Pillai

Date Of Birth : 17th July 1979

Marital Status : Single

Nationality : Indian

Mother Tongue : Tamil

Languages Known : English, Hindi, Marathi & Tamil

Sports Activities : Cricket, Volleyball

Hobbies : Cricket, Music & Reading

Key Attributes : a) Highly Organized, Proactive and Personal Attitude

b) Skills in Developing Interpersonal Relationships

c) Ability to adapt & Prioritize

d) Ability to work in fast paced environment

e) Well Versed with utilizing the Web as a resource.

SALARY DRAWN :

SALARY EXPECTED :

DATE :

ARVIND K PILLAI