

CURRICULUM VITAE

AJITH R

Arun nivas kalamachal

Po vamanapuram pin 695606

Mobile No : 9605322375

Email ID : ajithrkalamachal49@gmail.com



OBJECTIVE:-

Junior Accountant with 2 years of experience is seeking a rewarding position with a progressive company where my experience and skills maybe utilized to make a positive contribution to the organization.

QUALIFICATION:-

Examination	Specialization	School/ College	Board/ University	Year of passing	Percentage
B com	Finance	S N College Varkala	Kerala University	2017	62%
12 th	Commerce	GHSS Venjaramoodu	Board of Higher secondary Education	2014	90%
10 th	SSLC	GHSS Elampa	Board of Public Examinations	2012	75%

EXPERIENCE DETAILS:-

Company	Duration	Position
We are tax practitioners & Accountants, Attingal	16.05.2017 to 31.08.2018	Accountant
National Agencies(GSTN:32KCQPS9181E1ZW)	15.09.2018 to 15.10.2019	Accountant

WORK DISCRIPTION:-

- Up to finalization of accounts
- Day today accounting work
- Maintaining petty cash
- Preparation of bank reconciliation statement
- Preparation of Trial Balance and Profit & Loss Accounts
- Monthly closing and reporting to management

- Handle of all account payable and receivable
- Inventory maintaining
- GST & VAT filling

SKILLS:-

- Accounting Package: Tally ERP 9, Peachtree, Quick Books
- Microsoft Office : Excel, Word, PowerPoint
- Date Entry Operator

PASSPORT DETAILS:-

Passport No : R1126643
Date of Issue : 31.05.2017
Date of Expiry : 30.05.2027

PERSONAL PROFILE:-

Name : **Ajith R**
Date of Birth : 31/10/1995
Nationality : Indian
Sex : Male
Marital Status : Single
Language Known : English, Malayalam, Hindi

Declaration:-

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Place:

Date:

AJITH R