

CURRICULUM VITAE

ARUN K.

Sivasylam

S V Puram P O

Varkala

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CAREER OBJECTIVE

To build a career in a growing organisation, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organisational goal and climb the carrier ladder through continuous learning and commitments.

ACADEMIC QUALIFICATIONS

- SSLC From Govt.Of Kerala
- Pree Degree from S N College Varkala (University of Kerala)
- Bcom Accountancy (50% Marks) from S N College Varkala (University of Kerala - April 1994)
- CA Articleship from the Institute of Chartered Accountants of Inida, New Delhi.(April 1998)

ADDITIONAL QUALIFICATIONS

- MS Office
- Tally

PROFESSIONAL EXPERIENCE

a) Three Years Experience in CA Articleship (March 1995 to April 1998)

Nature of Works

- Preparation and Finalization of accounts of Companies, Partnership Firms, Proprietary concerns etc.
- Statutory/ Tax Audit of Companies, Partnership Firms, Banking Institutions etc.
- Internal Audit of Companies , Partnership Firms, Proprietary concerns etc.

b) Eight Years Experience as a Assistant Manager (Office) in

a Financial Institution (April 1999 to March 2007)

Nature of Works

- Maintanance of Books of Accounts
- Finalisation of Accounts and preparation of Financial Statements
- Preparation of Monthly expenses and revenue reports
- Following of payment with Debtos.
- Reconciliation of Bank Accounts

c). Nine Years Experience as a Lab Instructor in Computer Lab,

Amritha Engineering College, Amritapuri (16/09/2010 to 06/09/2019)

Nature of Works

- Assisting in Computer Instructions
- Instalation and Maintanance of Computers

PERSONAL SKILLS

- Honesty
- Team Spirit
- Accepting Challenges

PERSONAL PROFILES

Father's Name : Kamalasanan V.
Date of birth : 18.04.1974
Sex : Male
Marital Status : Single
Langauges Known : Malayalam, English, Hindi
Nationality : India

DECLARATION

I solemnly delcare that all the above information is correct to the best of my knowledge and belief

Place: Varkala

ARUN K.

Date :