

SOORAJ V K



WHO AM I: Seeking a position as an Accountant/Finance Associate where extensive experience will be further developed and utilized.

Address:

Sreevalsom

Ozhukuparackal(Po)

Ayur Pin-691533,

Kollam,Kerala, India

Date of birth: 26-04-1992

Gmail: Soorajvk92@gmail.com

Phone no: +917025644870, +918921560563

EDUCATION

2010 - 2013

B.com commerce with Computer Application (IHRD Kundara)

Kerala University

2008 – 2010

Higher Secondary

VVHSS Poredom

Kerala University

2008

SSLC

ST.George Central School

Kerala State Board

EXPERIENCE

RRD INDIA OUTSOURCE

NOV 2018 - MARCH 2019

Designation: Finance Associate

Work Profile:

Helping the clients to file their financial data's in Sec. Xbrl Back End Processer.

Work allocation and coordination of members in team.

ORACON BUILDERS & INTERIORS

DEC 2015 – NOV 2018

Designation: Accountant

Work Profile:

Accounts Payable.

Successfully migrated GST Invoice processing for the Affiliate (INDIA).

Processing of debit and credit invoices.

Well known knowledge about GST filing

Work allocation and co-ordination of members in team

APPLICATIONS USED:

- Tally ERP 9.
- Proficient in MS Excel, Word and Power Point

SOFTWARE SKILLS

Microsoft Office
Tally ERP

SKILLS

- ✓ Good communication - written and oral skills
- ✓ Excellent conceptual and analytical skills
- ✓ Strong leadership with logical thinking ability
- ✓ Hard working to complete the tasks assigned.
- ✓ Honest and sincere to the works given
- ✓ Team coordination with smart work
- ✓ Curious to explore and learn new things
- ✓ Quick spin up on changing environment

PERSONAL QUALITIES

- ✓ Communicative
- ✓ Punctuality
- ✓ Creativity
- ✓ Organizer
- ✓ Multitasker

LANGUAGES

English
Malayalam
Hindi

DECLARATION

I do hereby declare that the particulars given above are true to the best of my knowledge and belief.

Name: Sooraj V K

Place: Kollam

Date: