



## AKHIL R B

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### CAREER CONSPECTUS

- ✍ Believer of team work, with confidence of handling the task alone as well.
- ✍ Hardworking, dedicated and sincere towards profession.
- ✍ Motivate the team to achieve any thing

### EXPERIENCES

- **Audit Assistant (2013-2015)** in a CA firm Isaac & Suresh Company.
  1. Provide Auditing of companys
  2. Filing Income tax return
  3. Tally works
- **Accounts,Administration and sales activities Trainee (2017-2019)** in a Sree Krishna Distributions
  1. Maintaining Books of Accounts
  2. Preperation of GST filing
  3. Maintaining Administration Activites
  4. Lead Generating and interact with customers
- **Government Salary Officer 3 months** in HDFC Bank pattom
  1. OOpening salary account of government employees
  2. Opening FD, saving and current account, RD
  3. Entering opening account in banking softwar
- **MANGER (2019-2020)** in a Kerala Traditional Food Processing And Industrial Coperative Society
  1. Manage Accounts Department
  2. Manage Administration Activites
  3. Manage Sales Team
  4. Responsible of shops in Trivandram and kollam

### EDUCATION

- **MBA Finance (2015-2017)** in Rajadhani Business School Attingal Trivandram with 78% Mark's
- **Bcom Taxtion (2010 -2013)** in Private college Tandom Trivandram with 50% Mark's
- **Pluse Two Commerce (2008-2010)** in Kendriya Vidyalaya pattom with 65% Mark's
- **SSLC** in St. Mary's Higher Secondary School Pattom Trivandram with 80% Mark's

## SKILLS

- Business Process Improvement
- Financial Statement Analysis
- Bill payable and Bill Receivable
- Cash Book maintaining
- Forecasting
- Risk Management
- Sales Analysis
- Lockbook (US process Account)
- Tally ERP 9
- Auditing
- GST filing
- Bank Reconciliation
- MS Excel
- Emailing skill

## CERTIFICATE COURSE

- Post Graduate In Taxation (GST)
- International Financial Reporting Standards
- SAP(FINANCE)
- MS Excel

## ACHIEVEMENTS

- Attended a seminar on export awareness/start-up kit for export business under “Niryat Bandhu Scheme”.
- Attended Innovation Day conducted by Rajadhani Business School.
- coordinator of finance game conducted by Rajadhani Business School
- Attended a seminar on GST
- Coordinate of sales actives in KTFICS
- A study on large mid and Small scale mutual funds
- A study on all function actives in Harry Ford company Trivandram
- Project on RRD in technopark in 6 months time US project
  1. Maintain lockbook
  2. Maintain Bills Payable and Bill Receivable
  3. Maintain quality control

## LANGUAGES KNOWN

- **English** - Read Write Speak
- **Malayalam** – Read Write Speak
- **Hindi** – Read Write Speak
- **Tamil** - Speak

## REFERENCES

Gopala Krishna  
Chartered Accountant and Director of  
Sree Krishna Distributions  
Manacaud PO Trivandrum  
Mobile Number: 9496007300

Adv.Sajith Kumar  
President of KTFIC  
Attingal PO Trivandram  
Mobile Number 755983734

## PERSONAL DOSSIER

Date of Birth : 01-10-1992  
Address : Income Tax Qrts no 309 Income Tax Office Kowdiar PO Trivandram  
Marital Status : Single  
Fathers Name : S RAVI  
Nationality : Indian  
Interest and Hobbies : Script Writing,Cricket

## DECLARATION

I do hereby declare that the above information is true to the best of my knowledge.

Place: Trivandrum  
Date:

AKHIL R B