

ARUN BABU

Puthethu chandralayam nedumoncavu po ,koodal pathanamthitta -689693

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SYNOPSIS

- ⇒ MBA (Finance &Marketing) from Musaliar Institute of Management (M.G UNIVERSITY)
- ⇒ To work in a challenging and stimulating environment with opportunity to use my current experience and to enrich my knowledge and to enhance my experience .To contribute towards the achievement of organizational objective by applying my professional skills.
- ⇒ Worked as an Account assistant in popular auto spare parts. period : JUNE 2015 till May 2016
- ⇒ Worked as an Account assistant in UltraTech cement ltd (RMC division),Binanipuram , cochin Kerala , India . Period: June 2016 till July 2017
- ⇒ Working as a senior Accountant in DELTA READY MIX (Lulu international shopping project TVM)
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EDUCATIONAL QUALIFICATIONS

Qualification	Name of Examination	Year of passing	Board/ University	Institution
P.G Graduation	MBA (Finance & Marketing)	2015	M.G University	Musaliar Institute of Management,pathanamthitta
Graduation	B.COM (Computer Application)	2012	M.G University	SAS SNDP college konni, P.T.A
Higher Secondary	XII	2010	Kerala higher secondary education	SNVHSS School, Angadical,pathanamthitta
Board exam	X	2008	C.B.S.E	ROSE DALE RESIDENTIAL SCHOOL

Technical Skill Set:

Operating Systems	Ms Dos, Windows 95 to Millennium , win Xp etc.
Packages	SAP logon 710 ,Ms – Office (MS Word, Ms Power Point, MS Excel (old to new version), TALLY ERP 9 etc.

Skills

1. Expertise in preparing financial statement.
2. Excellent analytical and problem solving skills.
3. Expertise in preparing Purchase Order.
- 4 . Making customer relationship.
5. Verbal communication skills.

6 . Planning, organizing and problem solving skills.

WORK EXPERIENCE (TOTAL 4.6 Y EARS)

PRESENT EMPLOYMENT

M/S DELTA READY MIX CONCRETE (C/O LULU INTERNATIONAL SHOPPING PROJECT TVM)

From AUG 2017 till date (SENIOR ACCOUNTANT)

PAST EMPLOYMENT

A) M/S POPULAR AUTO SPARE PARTS

Account assistant

From JUNE 2015 till MAY 2016

**B) M/S ULTRATECH CEMENT LTD , (BINANIPURAM , COCHIN)
ACCOUNT ASSISTANT**

From JUNE 2016 till AUG 2017

PROFESSIONAL EXPERIENCE

Overall experience of 4.6 years.

Roles and Responsibilities:

- ✓ Prepare daily reports(DPR)
- ✓ Preparation of Billing and consumption works.
- ✓ PO creation for expenses, RM, stores and stationary items.
- ✓ Preparation of RM receipts in excel file & check with original GRN.
- ✓ Preparation of final GRN MB51 statement & Excel statement.
- ✓ RM bills processing in SAP FI MIR7 for parking.
- ✓ Transporter bill processing
- ✓ Fly Ash bill processing.
- ✓ Vendor creation

- ✓ Customer creation
- ✓ Petty cash expenses updation.
- ✓ Bank reconciliation.
- ✓ Filing Return (GSTR 3 B)
- ✓ TDS filing.

DOCUMENTATION

Management reports monthly:

- ✓ RM physical statement
- ✓ Stores physical statement.
- ✓ Asset physical statement.
- ✓ Cement Reco.
- ✓ Wastage and diversion report
- ✓ Ughai Data.
- ✓ Price deviation report.
- ✓ Raw mix report.
- ✓ Brand wise cement report.
- ✓ RM physical verification.
- ✓ Max –minimum reports.

CO – CURRICULAR ACTIVITIES.

- One month internship project done at aditya birla retail ltd.
- Participated in “eunterpernship - seminar conducted by KFC,
- Coordinated and conducted inter collage management fest “chakravyuh 2015.

Personal Details:

Name : Arun Babu
Marital Status : Un married
Father's Name : Mr. P.G Chandra babu
Mothers Name : Mrs. Syamala c babu
Date of Birth : 28 th August, 1992
Linguistic Proficiency : English, Hindi, Malayalam.

DECLARATION

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

DATE

ARUN BABU