

ARUN KUMAR J

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Mony Bhavan, TC 8/1175(12), DNRA-230, Valiyavila, Thirumala PO



OBJECTIVE

Looking for progressive organization in need of Accountant

EXPERIENCE

Jan 2013 - Nov 2020	Academy of Magical Sciences Accounts Officer
Dec 2009 - Dec 2012	Pappanamcode Housing Co-operative Society Secretary
Aug 2009 - Nov 2009	BSS Technologies Dubai Account Assistant
May 1996 - Aug 2009	Pappanamcode Housing Co-operative Society Secretary

EDUCATION

	kerala University B.Com
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SKILLS

Tally

PeachTree

MS excel

PERSONAL DETAILS

Date of Birth : March 15 1967

Nationality : Indian

UNITS RESPONSIBLE

Accounts Dept/ Office administrator

KEY RESPONSIBILITIES

Handling all accounts (up to B/S finalization). P&L , budget preparations and receivables & payables analysis.
Bank liasioning works

PERSONAL PROFILE

1. Overall responsibility in all accounting matters and smooth running of the account accounting department
2. 15 + years in Account and office functions