



Professional Qualification

**Commerce Graduate- B COM
Accounting & Finance**

Personal Details:

Place of Birth: Kerala, India
Nationality: Indian
Sex: Male
Marital Status: Single
Languages: English (R&R)
MALAYALAM (R&W), Hindi

Contact:

Mobile: - +91 9072865592
makbros46@gmail.com

Present Address:

Chand Mahal ,
Kaniyapuram ,Kaniyapuram p.o
Thiruvananthapuram

OBJECTIVE

An Ambitious individual with talent. I am confident and competent in computerized accounting and willing to undertake risks and challenges. Willing to take up challenging tasks in order to improve organizational business performance and personal growth.

TECHNICAL EDUCATION

Platform : Microsoft Windows / ...
Application Software : Windows office
: Tally , Wave and other tailor made software's

Growth

Experience: working as Project coordinator in Bridge Point Skills And Network under the guidelines of "Deen Dayal Upadhyaya Grameen Kaushalya Yojana- A Central Government initiative".

Job responsibilities include project coordination in the area given, supervision and implementation in a time bounded manner. Started carrier with this institution as a date entry operator.

QUALIFICATION:

CMA(U.S)_Certified Management Accountant
B.com: Bachelor in Commerce - graduated in 2019 Kerala University

HSE: Higher Secondary Education - Plus 2- 2015-2016
SSLC: Secondary School Certificate - 2014

Skills and Capabilities

- Self-Motivated and **Team Player**
- Good knowledge of Excel
- Good knowledge of tally
- Can work under pressure & meet deadlines
- Multi-tasking , Attention to deal
- Good knowledge in preparing budgets
- Able to lead a team
- Successfully completed tasks on remote working environment in a time bounded manner
- Pleasant and pleasing attitudes

Job Training of from the campus workshops

- Monitoring and recording of cash activity
- Deep Knowledge in Wave and Tally accounting software
- Maintaining payroll of the employees
- Knowledge in VAT and GST
- Analysing billing variances
- Processing accounts payable and receivable invoices
- Recording of interstate purchase and tax calculations
- Accurately and promptly processing documentation
- Prepare debtor and creditor statements
- Preparing and Analysing Tasks
- Preparing monthly P&L and balance sheet reporting
- Dealing with any queries from auditors
- Ensuring that all accounting records comply with company and statutory requirements

	<ul style="list-style-type: none">• Maintaining balance sheet sub-ledgers and performing Monthly reconciliations <div>Declaration</div> <p>I hereby confirm that the information given above is true to the best of my knowledge and belief. I am looking to secure a challenging position in accounting and finance to utilize my knowledge and enhance my capabilities</p> <p>M Aneesh Azad:</p>