

# **CURRICULUM VITAE**

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**Naveen Davis C**

**+91-9605108827**

Proven track record book keeping and accounts up to finalisation. Detail-oriented, efficient and organized professional with extensive experience in accounting systems. Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.

## **EDUCATION**

- **MBA, Finance**

*June 2018*

BHARATHIAR UNIVERSITY.

Thrissur, Kerala

- **BACHELOR OF COMMERCE, Computer Application,**

*Mar 2016*

CALICUT UNIVERSITY.

Thrissur, Kerala

## **WORK EXPERIENCE**

### **ACCOUNTANT**

*February 2020- Current*

HOLY FAMILY TEXTILES,

Thrissur, Kerala

GST Filing, Inventory Management, Payroll statement, Book keeping of accounts, Online banking operations, Reconciliation of accounts bank, debtors, creditors, head office and branch.

### **ACCOUNTANT**

*August 2018- February 2020*

K J ROY AND CO.

Thrissur, Kerala

Filing GSTR 1, GSTR3B, Cross verification in GSTR2A and Purchase, Record all bills(Purchase, Sales, credit note, Debit note, all expense), Bank Reconciliation, TDS Payment return filing, Manual and computerized accounting up to finalization.

## **CORE STRENGTH**

Proficient in Tally ERP 9.

Proficient in Microsoft.

GST Filing (GSTR 1, GSTR 3B).

GST Annual returns

Income tax return filing.

Proficient in book keeping of account

## **INTERNSHIPS**

### **ACCOUNTANT TRAINEE**

*February 2018 - July 2018*

TAX MASTER

Thrissur, Kerala

As part of my development of my career I have completed a 6-month work placement in my second year of my PG. The placement is known as accountant trainee requirement of this program is to record books of accounts reconciliation of accounts and GST filing.

## **CAREER HIGHLIGHTS**

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- Managed accounts payable, accounts receivable and payroll departments.
- Reconciliation of Bank, Debtors, Creditors, Head office and Branch.
- Administered online banking functions.
- Inventory management.
- Book keeping of accounts.
- Preparing balance sheet and profit and loss account.
- Prepare company accounts and tax returns for audit.
- Accounts up to finalisation.

## **PROJECTS**

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- **Financial analysis of Co-Operative society Parappur, Thrissur**

Period: October 2016 - March 2017

Analysing the financial statement of co-operative society using the help of ratios.

## **TRAINING & CERTIFICATIONS**

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- SKILLS INDIAN INSTITUTE OF DEVELOPMENT TECHNOLOGY
- MEMBER OF TAX PRACTITIONER IN INDIA

## **PERSONAL INTERESTS**

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- Travel, Music, Movie, Badminton

## **PERSONAL INFORMATION**

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<b>Birthday</b>	September 02, 1995
<b>Father's Name</b>	Davis C O
<b>Address</b>	Chittilappilly house P O Tholur, Parappur, Thrissur, kerala -680552
<b>Religion</b>	Christian R C
<b>Gender</b>	Male
<b>Relationship</b>	Single
<b>Passport</b>	Yes
<b>Nationality</b>	India

## **DECLARATION**

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I, NAVEEN DAVIS, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief

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**NAVEEN DAVIS**