PREEJITH G 

PRASAD BHAVANAM

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THE HR MANAGER

Dear Sir,

I am interested in working as Finance manager/ Accountant/ Auditor/ Audit Assistant for your organization. I am CA partial intermediate (FIRST GROUP), waiting for CA IPCC second group exam result, candidate who possess 3 years of internship training experience to offer you. I enclosed my resume as a first step in exploring the possibility of employment with your organization.My Focus point and Commitment to job involves System implementation and its propermonitoring accompanied by Continuous improvement, instilling a sense of self-worth among myteam members, driving out leakage and inefficiency through appropriate maker checker systemand communication mechanism. I have dedicated my career to each of the above to satisfycorporate governance requirement pursuits, as my enclosed resume will depict capability toperform the job responsibility.

My Qualification include CA Partial Intermediate (FIRST GROUP), and B.com. This Courses provide me an excellentplatform to inculcate In-depth knowledge in Accounts Finalization, Costing, Direct Tax, Indirect Tax, Company Law, GST, Information System control and Audit and Business management act as an initiator to do challenging jobs before deadline. During my CA internship I took initiative to conduct seminars, Study Circle & PPT and perform all the activities of ateam leader from where I learn to plan, organize, coordinate and Control all the tasks entrustedupon me. Also I undergone Orientation Programme, Information Technology Training and GMCS (General management and Communication Skills) I at CA level which aids in effective personality development, management and Communication Skills.I assure you to provide effective and transparent accounting system for effective financialmanagement and Inventory control.

My expertise in Functional area involves

* Performing analysis of existing system and identifying improvement areas.
* Implementing, updating and controlling the appropriate system.
* Daily regulating and updating of transactions, generating exception reports if any.
* Preparation of Monthly Reports showing financials accompanied by cash, bank and department stock reconciliations to satisfy various stakeholder requirement.
* Compliance to various statutory requirement.
* Proper Communication to authorities to integrate accounts with administrative.

You will find me to be well-spoken, energetic, confident and personable, the type of personon whom the management will rely. I also have a wide breadth of experience of the type that giveyou the versatility to place me in a no of contexts with confidence that the level of excellence youexpect will be met. It would be an honour to work and serve with your organization that maintainshigh standard and opportunity for personal growth. I am confident that I could provide value tothe organization as a member of your team.Please see my resume for additional information on my experience. I hope that you’ll find my experience and interests intriguing enough to warrant a face to face meeting.

Sincerely,

PREEJITH G

Enclosure: Resume

Date:25/01/2020

**RESUME**

**OBJECTIVE**

Career objective is applying Core Competency of System implementation, Administration & Accounts management in systematic way for the purpose of organizational growth whilebeing resourceful, innovative and flexible.

**PROFFESSIONAL SUMMARY**

* Well versed in Accounts and Auditing.
* Independently handling books of accounts, GST and Income Tax returns for my personal clients.
* System Building and Monitoring.
* Inventory Control.
* Good knowledge in Banking, Income Tax, VAT, Service Tax, Excise Duty, Customs Duty, GST etc.
* Handling statutory compliance requirement.
* Good in administration and Management Skills.

**SKILLS AND ACCOMPLISHMENTS**

* Team building and Leadership Qualities.
* Good communication and administration skill.
* Conducted coaching for commerce Students.
* Inter personal and conflict management skill.
* Ability to deal with people diplomatically.

**WORK EXPERIENCE**

1. **ACCOUNTS MANAGER**

* Firm Name: Sohar Star Constructive Ideas India Private Limited.(Construction Company )
* Job Title: Accounts Manager.
* Period: 2 Year. (1st February, 2017 to Present)
* Location: Kayamkulam, Alappuzha Dist, Kerala State.

1. **SENIOR AUDIT ASSISTANT/ARTICLESHIP ASSISTANT**

* Firm Name: Sen John & Company, Chartered Accountants
* Job Title: Senior Audit Assistant and articleship assistant.
* Period: 3 Years. (1st February, 2014 TO 31st January, 2017)
* Location: Mavelikara, Alappuzha Dist, Kerala State.

1. **ACCOUNTANT**

* Firm Name: Tax Solution, Tax Consultants.
* Period: 1 years and 2 months.(August 2012 to January 2014)
* Location: Mavelikara, Alappuzha, India.

1. **Industry Handled**

* Acetylene Production Plant .
* Food processing industry.
* Bank Audit having Advances above & below Rs100 Cr
* PVC pipes Production Plant.
* Construction Industry.
* Farm
* Trading
* **Responsibilities includes :**
* Accounts Finalization.
* Auditing
* System implementation.
* Inventory Control implementation and management.
* Service tax, Sales tax, TDS payment and Return Filing, GST Filing.
* Project Report preparation.
* Income tax and Tax audit Return filing.
* Secretarial Matters.
* All Documentation and Procedural compliance for sanctioning Bank loan .
* Bank Reconciliation, Income leakage and NPA Verification.

**VALUE ADDED CERTIFIED COURSE**

* Windows, MS office
* Tally

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE** | **YEAR OF**  **PASSING** | **COLLEGE/UNIVERSITY/BOARD** | **MARKS OBTAINED** |
| CA INTER(FIRST GROUP) | 2017, February | Institute of Chartered Accountants of India | 52% |
| CA CPT | 2012, January | Institute of Chartered Accountants of India | 59% |
| B.COM | 2011, July | Bishop Moore College, Mavelikara.  (Kerala university) | 68% |
| 12TH  STANDARD | 2008 | HSE, Government of Kerala | 85% |
| 10TH STANDARD | 2006 | SSLC, Government of Kerala | 83% |

1. **INTEREST AND HOBBIES**

* Reading.
* Familiarizing with modern technology.

1. **EXTRA CURRICULAR ACTIVITIES**

* Pencil drawing and Painting.

1. **LINGUISTIC PROFICIENCY**

* To speak: English,& Malayalam
* To write : English, Hindi and Malayalam

1. **PERSONAL DETAILS**

Full Name :PREEJITH G

Date of Birth :17th May 1991

Nationality : Indian

Sex : Male

Marital Status : Single

Place :MAVELIKARA

Date : 25/01/2020