**CURRICULUM VITAE**

**CHIT**

**H**

**UMOL SUDEVAN**

**ACCOUNTANT**



# CAREER OBJECTIVE

To seek an employment in a prestigious and reputable organization where I could have a clear path and professional growth and at the same time render my best service to the company. My prime motivation is to develop my accumulative experience and abilities and serve the company to fullest extent**.**

**ACADEMIC QUALIFICATION:**

**EDUCATIONAL** : **Master of Commerce with Finance.**

(University of Kerala)

**Bachelor of Commerce with Cooperation.**

(University of Kerala)

**+2Commerce**

(Board of Higher Secondary)

**SSLC**

( Board of Secondary Education)

**COMPUTER PROFICIENCY:** Microsoft Word

Microsoft Excel.

Tally ERP 9, Visual Basic, System Query Language.

**LANGUAGES KNOWN** : English, Hindi, Malayalam and Tamil.

**EXPERIENCE**. :. 6 YEAR

**ACHIEVEMENTS/CERTIFICATES**

1. Certificate of Excellence from **REVENUE MED** (The Global Leader in Revenue Cycle Solutions).
2. Certificate of Excellence from **SRINIVAS & KRISHNA CHARTED ACCOUNTANT COMPANY PVT LTD.**

# EXPERIENCE PROFILE

|  |  |
| --- | --- |
| 1. **ORGANIZATION** | **: REVENUE MED Pvt Ltd.**  **The Global Leader in Revenue Cycle Solutions**,  **Technopark.** |
| **PERIOD OF WORK** | **: March 2012to May 2013** |
| **POST HELD** | **: Medical insurance compiler.** |

**MAIN DUTIES AND RESPONSIBILITIES**

* Health insurance specialists are responsible for processing medical insurance claims, medical coding, and maintaining patient records in varioushealth care settings. Job titles forinsurance specialists includeinsurance billers, medical coders, and claims examiners.

**2. ORGANIZATION : Srinivas & Krishna charted accountant company Pvt ltd**

**PERIOD OF WORK : May 2015 to onwards.**

**POST HELD : SENIOR ACCOUNTANT**

**MAIN DUTIES AND RESPONSIBILITIES**

* Assist the account Manager in coordination of accounts activities.
* Coordinate and arranges / schedule with bank correspondence and accounts related meetings.
* Prepare daily, weekly, & monthly account reports weekly progress.
* Keep records of all national and international contractors invoice and other details.
* Checking bank reconciliation.
* Checking final accounts with account manager
* Audit financial records to determine tax liability for large and small businesses.
* Review material assets, income, surpluses, liabilities, and expenditures from taxpayer to verify net worth or reported financial status and identify potential tax issues.
* Analyze issues to determine nature, scope, and direction of investigation required.
* Prepare federal, state, and local tax returns specializing in small businesses, partnerships income tax returns.

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Nationality |  | : Indian |
| Marital status |  | : Single |
| Blood group |  | : O **+** ve |
| Address |  | : Devageetham, Njekkad, Vadasserikonam, Varkkala, |
|  |  | Thiruvanathapuram, Pin-695143 |
| Mobile No |  | : 773 62 02 314 /9020660008 |
| Email |  | : chithumolsudevan@gmail.com |

# DECLARATION

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

**CHITHUMOL SUDEVAN**