VargheseJohn

E-mail :[varghesej93@gmail.com](mailto:varghesej93@gmail.com)

Phone : +91 8891385016

+91 9447457829

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| **OBJECTIVE** |

To be a part of company that indulges professional growth which provides challenges and rewarding career while allowing me to utilize my knowledge and skills.

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| **EDUCATION** |

B.COM Computer Application August 2011 – March 2014

SNGM Arts and Science College

Obtained 47% marks

Logistics and Supply chain Management July 2014 – March 2015

Laurus institute

Obtained 59% marks

Plus Two June 2009 – 2011

Co – operative College

Obtained Commerce with 50% marks

SSLC June 2008 - 2009

VVHSS

Thamarakkulam

Obtained 73 % marks

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| **PROFESSIONAL EXPERIENCE** |

Project on Inventory Management

Under Kerala university

Organization: Mahindra & T.V SundramIyengar& sons LTD (T.V.S) near BTH sarovaram National Highway bye pass

Maradu -682304, Ernakulam

Period: 16/01/2014 to 17/02/2014

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| **WORK EXPERIENCE** |

AYIRATH YAMAHA MOTORS

February 2016 – April 2017

Office Assistant

* Updating paperwork, maintaining documents and word processing.
* Performing general office clerk duties and errands.
* Flow consolidation (flows are consolidated by date and or warehouse
* Data Entry
* Assisting the financial department

REFRIGERATION EQUIPMENT ENTERPRISE L.L.C

15-April-2017 to 26- May-2019

Assistant Accountant

* Recording and posting daily sales details
* Preparing financial documents such as invoices and bills
* Preparing purchase orders
* Completing financial reports on a regular basis of sales
* Posting daily receipts
* Helping to prepare financial statement and accounts
* Managing petty cash
* Handling branch purchase
* Assisting the financial department

B -GHUD ACADEMY PVT. LTD.

03 –June- 2019 to 30-December- 2019

Assistant Accountant

* Assisting the financial department
* Posting daily receipts
* Managing petty cash

SOPRA INDIA LIMITED

06 February 2020- still

Process Associate

* Invoice Processing

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| **SKILLS** |

Communication , Leadership , Computer skills , Interpersonal skills , Time Management.

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| **LANGUAGE PROFICIENCY** |

* English
* Malayalam

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| **KEY QUALITIES** |

* Hard working
* Confident and positive attitude
* Willingness to learn
* Ambitious

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| **PASSPORT DETAILS** |

Passport Number: M5527529

Date of expiry : 19/01/2025

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| **REFERENCES** |

Mr. Ajay shankarLaurus Institute

Email id[ajaysanker@hotmail.com](mailto:ajaysanker@hotmail.com)

Phone no 9562695286

Mr. Alexander chacko(Manager Refrigeration Equipment Enterprises L.L.C )

Email idsales@panickerholdings.com

Phone no :+971 505359325

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| **PERSONAL DETAILS** |

Date of birth : 17 November 1993

Nationality : INDIAN

Gender : Male

Marital status : Single

Blood group : O + ve

Address : JinuBhavan

Mankamkuzhy P.O

Vettiyar south

Mavelikara, Alappuzha, Kerala

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| **DECLARATION** |

I hereby declare that above information is correct to be best of my knowledge and belief.

Date : VARGHESE JOHN

Place: