**RESUME**

 AJITH MOHAN

Chandragiri

Kudavoor .po

Thonnakkal

Thiruvananthapuram

Kerala

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***CAREER OBJECTIVE:***

Intend to build up a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment.ma

***SKILLS:***

• Good communication skills

• Ability to accept challenges in a competitive environment

• Ability to work under pressure

• Ability to adapt quickly with changing environment

• Loyalty and integrity

***EXPERIENCE: 2 Year and 11 Months***

**Accounts Assistant in Harry Ford Kuravankonam, Thiruvananthapuram**

* Currently working as Accounts Assistant in Harry Ford Kuravankonam
* Proficient in Tally ERP 9, MS Word, MS Excel & Intermediate MS Outlook
* Maintaining cash transaction & petty cash balance
* Validating for Ledgers &Vouchers
* Monthly Trail Balance Preparing
* Statements, and other day -to- day transactions and reports
* Adjust cash received against outstanding receivables.
* Prepare & review expense, invoices, and other accounting documents
* Understanding of insurance industry and accounts desirable
* Maintaining financial information through files and documents
* Verify bank deposits and bank payments and reconcile with bank records and statements.
* Bank Reconciliation Statements, Monthly Trail Balance Preparing, Payroll

***1 Year and 11 Months Experience in Accountant cum Office Assistant Section as SALINI IMPREGILO Company In AL- BAYT Stadium project In QATAR***

• Statements, and other day -to- day transactions and reports.

• Reconcile the re-insurance statements received.

• Adjust cash received against outstanding receivables.

• Preparation of MIS reports.

• Prepare & review expense, invoices, and other accounting documents

• Process payments on various ERP packages.

• Excellent spoken & written communications skill.

• Understanding of insurance industry and accounts desirable.

• Payments - salary, vendor disbursements

• Maintaining financial information through files and documents.

***3 year’s & 3 Months experiences as Accounts Assistant In Minocongo Company in DRC Africa (From April 20th 2011 to August 20th 2014)***

• Document filing & Book Keeping

• Checking of attendance of employees and making of Time sheets

• Collecting of QIDs and making of renewal & other Office Related Works .

• To Prepare Daily Reports and send them to Head Offices

• Meeting and greeting clients and visitors to the office

• Typing Documents and Distributing Memos

• Supervising the Work of Office Juniors and assigning work for them

• Handling Incoming and Outgoing Calls Correspondence and Filing

• Faxing, Printing, Photocopying, Filing and Scanning

• Validating for Ledgers &Vouchers

• Bank Reconciliation Statements

• Payroll

• Statements, and other day -to- day transactions and reports (EXCEL, TALLY)

• Creating and Modifying Documents in Microsoft office

• Sorting, Updating and Filing of All Documents

• Ability to Maintaining Confidentiality

***ACADEMIACADEMIC QUALIFICATION:***

• B.Com. (Co-operation) - 2008-2010 (Kerala University)

• H.S.E - Trivandrum, Kerala 2007 (State Board)

• S.S.L.C - Trivandrum, Kerala 2005 (State Board)

***SOFTWARE PROFICIENCY:***

• Application Software : MS-Office, MS-Excel, 98, 2000, XP

• Operating Systems : MS DOS, Win- 2000, Win-XP.

• Others : Tally, Peachtree, HTML,

Diploma in Computerized Financial Accounting,

Software learning skill, Internet& E-mail

***DRIVING (INDIAN LICENSE):***

* Light Motor vehicles & Two wheeler

***HOBBIES & INTERESTS:***

• Listening Music

• Reading, Internet surfing, travelling

***STRENGTHS:***

• Cheerful, Enthusiastic & Innovative.

• Ability to work with minimum supervision.

• Capability to meet deadlines and work under pressure.

• Identify problems and implement or recommend solutions

***PERSONAL DETAILS:***

Name : Ajith Mohan J

Father’s Name : Jayamohan .v

Date of Birth : 10th Feb 1989

Gender : Male

Marital Status : Single

Nationality : Indian

Language known : English, Malayalam, Hindi, Tamil

***DECLARATION:***

I hereby declare that the above information is correct to the best of my knowledge and belief. I have not suppressed any material or factual information in the above statement.

PLACE: Trivandrum

DATE:

**Ajith Mohan**