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| **Personal Information**  atu.jpg  email :athulsree143@yahoo.com  **Mob: +91 7012979969 .**   Address For Communication: ATUL SREEKUMAR KURUP  PADMANABHAM TC V111/3800(2)  VISHNU NAGAR,  POWDIKONAM P.O  TRIVANDRUM, KERALA- 695588  **Personal DATA**:  Date of Birth : 03/08/1992  Sex : MALE  Nationality : Indian  Marital Status : Single  PASSPORT No : P 2 2 6 0 5 2 7  Father’s NAME : M.SREEKUMAR  **Languages Known :**  English : Read, Write & Speak  Hindi : Speak  Malayalam : Read, Write & Speak | **CAREER OBJECTIVE**  **Senior Accountant with a MBA in Finance**, 6+ years related work experience and a strong background in Finance, Taxation and Accounting methodologies and practices. Diplomatic and tactful; skilled in effective interpersonal interaction. **Seeking** Employment as a **Senior Accountant** in a reputed Organization.  **ACADEMIC QUALIFICATION**  **MASTER OF BUSINESS ADMINISTRATION**  **( 2016- 2018**)  School Of Distance Education,  Bharathiar University, Coimbatore, Tamilnadu.  **BACHELOR OF BUSINESS ADMINISTRATION**  **( 2010-2013** )  Tamulpur Degree College,  Gauhati University, Assam.  HSC(Computer Science) 2010  St.John’s Higher Secondary School, Trivandrum.  SSLC ( State )2008  SR.Elizabeth Joel C S I English Medium Higher Secondary School,  Attingal, Thiruvananthapuram.  **PERSONALITY TRAITS**   * **Well-developed analytical skills** - Skillful at processing data/information, keeping records and tabulation. * **Strong background** in **bookkeeping** includes General Ledger, Accounts payable/ receivable, Final Accounts andreporting. * **Expertise** in preparing financial statements, monitoring daily cash transactions, developing annual budgetsand recording all financial activity for small to medium sized businesses. * **Continuously updated and thorough** working knowledge of accounting principles and practices as well as Goods & Service Tax Laws. * **Interact** professionally with all levels of staff and maintain the highest level of confidentiality; known for tact anddiplomacy in handling sensitive issues. * **Proven ability** to handle multiple, competing priorities in an effective manner. * **Effectively** gather, **analyse**, **compile** and **synthesize** data into written reports. |

* **Effective** communication skills, excellent English, especially written, combined with interpersonalstrengths and a high degree of professional integrity.
* **Computer skills:** Tally (ERP 9), Microsoft Office (Word, Excel, PowerPoint), Computer Hardware & Software Installation, Internet browsing & email.

**STRENGTHS**

* Hardworking to take the new challenges and to utilize my skills and abilities.
* Fast learner with ability to grasp new concept and technologies.

**TECHNICAL KNOWLEDGE**

* Financial Accounting
* GST Return Filing.
* General Ledger
* Online Bank Transactions
* Financial Reporting Cash accounting
* Accounts Receivable/Payable
* Financial Advice
* Bank Reconciliations
* Expenses Reconciliations
* Petty cash management

**WORK EXPERIENCE**

* **Senior Accountant – GK & ASSOCIATES** , FF 11, Trida Center, Chalakuzhy Road, Medical Collage Po. Thiruvananthapuram- 695011 –**22 March 2014 to 30 March 2019**  ( 5 Years & 8 Days ).
* **Senior Accountant – Chevron Builders & Realtors Pvt Ltd** , TC 4/ 2429(4) Vikramapuram Hills, Thiruvananthapuram - 695003 – **2nd May 2019 to present.**
* **KEY RESPONSIBILITIES**
* **Monitor** and maintain the accounts for 30 to 40 daily sales cash transactions, amounting to over INR 2 lakh.
* **Maintain** general ledger and all books of accounts up to Final accounts & Balance sheet.
* **Perform** internal audits and submit detailed recommendations to management and directors, identifying potential problems, excessive spending and solutions for the same.
* **Manage** the Bank Reconciliation Statements of the Company for all receipts and payments.
* **Verification** of data and Maintenance of Outstanding reports for debtors and creditors.
* **Generate** and Maintain of sales inventory report.
* **Conduct** monthly reconciliations of Goods and Invoices received, GR.IR chasing, reconciliation of expenses, accounts payable/receivables, cash flow.
* **Maintain** the company's data records.
* **Generate** accounts reports pertaining to SALES TAX & GST.
* **Handle** customer queries/feedback as well as resolving their problems.

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**declaration**

I hereby declare that the above mentioned details are current and up to date.

**ATUL SREEKUMAR KURUP**