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| **Personal Information**    email : [athulsree143@yahoo.com](mailto:athulsree143@yahoo.com)  **Mob: +91 7736143964 ,**  **+91 7012979969.** Address For Communication: ATUL SREEKUMAR KURUP  **‘AISHWARYA**  **Janatha Road,**  **Chempazhanthy P.O**  **Trivandrum, Kerala- 695011**    **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**, 5+ 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 CUM Tax Consultant** in a reputed Organization.  **ACADEMIC QUALIFICATION**    **MASTER OF BUSINESS ADMINISTRATION**  **( 2017- 2018 - Awaiting for the Final Results** )  School Of Distance Education,  Bharathiar University, Assam.  **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 and reporting. * **Expertise** in preparing financial statements, monitoring daily cash transactions, developing annual budgets and 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 & Sales Tax Laws. * **Interact** professionally with all levels of staff and maintain the highest level of confidentiality; known for tact and diplomacy 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 interpersonal strengths and a high degree of professional integrity. * **Computer skills:** Tally (ERP 9), Microsoft Office (Word, Excel, PowerPoint), 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 * 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, Thiruvananthapuram- 695011 – 2013 March** to Present.
* **KEY RESPONSIBILITIES**
* **Monitor** and maintain the accounts for 30 to 40 daily sales cash transactions, amounting to over INR 1 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 and TDS.
* **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**