**CURRICULUM VITAE**

**ADITHYAN SIVAN**  
Saradas  
Palayamkunnu.P.O.  
Varkala  
Trivandrum Tel: 919895474581

PIN: 695146 Email ID: [adithyansivan2k19@gmail.com](mailto:adithyansivan2k19@gmail.com)

**CAREER OBJECTIVE**

Get a professional accounting position that can contribute to my skills, knowledge, and experience

**PROFILE SUMMARY**

* One year experience in accounting
* Strong leadership and motivational skills
* Member of Additional Skill Acquisition Programme

**ACADEMIC QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Board/ University** | **Institution** | **Year of Passing** |
| **B.Com with Computer application** | University of Kerala | CHMM College for Advanced Studies | 2018 |
| **12th** | STATE | Amrita Sanskrit HSS | 2015 |
| **10th** | CBSE | Mother India Senior Secondary School, Chavarcode | 2013 |

**ACADEMIC PROJECT**

**MAIN PROJECT:** Effectiveness & Awareness of Pradhan Mantri Jan DhanYojana in Trivandrum District

**FINDINGS:**

* Dormancy is one of the major problem that PMJDY is faced
* The study also has found that a large number of account holders think that they would get many benefits just by opening and maintaining this zero balance account.

**TECHNICALSKILLS**

* Certified Tally Certificate from Institution of Tally Learning.
* Diploma in Corporate Accounts & Management
* SAP FICO, MM & B1
* UAE VAT
* GST Certificate

**STRENGTHS**

* Confidence to do work properly
* Proper planning to forward
* Knowledge of doing accounting job

**PROFESSIONAL EXPERIENCE**

* **ACCOUNTANTS SERVICE SOCIETY (ONE YEAR)**
* Maintains financial records for the company by analyzing balance sheets and general ledger accounts.
* Reconciles general and subsidiary bank accounts by gathering and balancing information’s.
* Provides financial status information by preparing special reports, completing special projects
* Preparation of final accounts – Computerization of accounts almost all types of business organizations using Tally 9.2, Peachtree, Quickbooks.
* Preparation and filing of VAT return.
* **FRONT OFFICE MANAGER**
* Updating accounts receivable and issue invoices.
* Dealing with customers and provide a good customer careing

**PERSONAL DETAILS**

Age : 23 Years

Date of Birth : 02/05/1997

Gender : Male

Languages Known : English, Malayalam

Passport Number : R 4651755

Issue Date &Ex.Date : 02-11-2017 & 01-11-2027

**DECLARATION**

I hereby declare that all the details furnished above are true to the best of my knowledge.

**ADITHYAN SIVAN**

Place: Trivandrum

Date: 25 OCTOBER 2020