

Resume

Chethan A.L

Contact:

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Career Objective

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.

Academic Credentials

Course	Institute	University/Board	Year of Passing	Marks in Percentage
Dip in Tourism Administration	Sri JCBM College, Sringeri	UGC Sponsored Course under Kuvempu University	2011-13	56.00
B.Com	Sri JCBM College, Sringeri	Kuvempu University	2011-14	73.00
P.U.C	S.D.M PU College, Ujire.	Pre-University Board	2009-11	69.00
S.S.L.C	Prabodhini Vidya Kendra, Kalasa	K.S.E.E.B	2008-09	72.00

Current Experience

5 year Experience in L &T Construction in Accounts & Admin.

Current Responsibilities:

- ✍ Preparing Day to Day Cash Voucher & Bank Voucher & sending to Head office.
- ✍ Preparing weekly & monthly payment outstanding report for department Head, same which send it to Head office.
- ✍ Liaising with clients for fund transfers (RTGS) & resolving all other financial and accounts related issues.
- ✍ Prepare & maintain petty cash book.
- ✍ Holding cheque collection from client & maintain the records.
- ✍ Preparing Sub-Contractor Bill.
- ✍ Maintenance of General ledger accounts & Coordination with auditors.
- ✍ Preparation of Various MIS report and managing Cash flow & Cost control.

- ✍ Vendor management- Creditors payments & Debtors Collections.
- ✍ Reconciliation all bank accounts & Vendor statement.
- ✍ Handling cash & preparation of cheques.
- ✍ Maintaining all Bank related Activity.
- ✍ Preparing Staff monthly Attendance Report.
- ✍ Handing Staff related matter.
- ✍ Maintaining vehicle Regularize.
- ✍ Maintaining Staff Guest House activity & solving problem Guest House Matter.
- ✍ Arranging staff accommodation & HQ Officer (visit at site).
- ✍ Arranging Social Welfare Activity.

Technical Skills

- Computer basic, Internet
- Diploma in Computer Applications,
- MS – Office,
- Tally 9.0

Area of strength & Ability

- Good human relations
- Team player
- Self-motivation
- Quick learner

Achievements & Awards

- Participated Supervisory Development Programme at Indian Institute of Technology, Madras
- Participated in Taluk Level Throw Ball Competition.
- Participated in Inter-class Management Fest.
- Secured first rank in school level Science Talent Examination during school days.
- Secured first rank in International Chinthana Mathematics Examination during school days in 2002-03.
- Secured 6th rank in district level Kannada Prathibha Pareekshe in school days.
- Participated Supervisory Development Program at IIT Chennai conducted by L&T

Hobbies:

I'm interested in sports, listening to music, travelling.

Personal Details

Date of Birth	:	19 th January 1994
Gender	:	Male
Father's name	:	Laxmi Kanth A.C
Father's Occupation	:	Agriculturist
Communication Address	:	Atthikudige Haluvalli post – 577124 Mudigere Tq. Chikmagalur Dist Karnataka.
Languages Known	:	English, Kannada, Hindi

Declaration:

I hereby declare that the above given information are true and correct to the best of my knowledge belief and information.

Place:

Date:

(Chethan A.L.)