### CURRICULUM VITAE

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| Bharath Kumar A | Email:bharathkumar5252@gmail.com  **+**91 779 547 3687 |

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**OBJECTIVE**

An accurate, thorough, and persistent individual seeking a respectable position with the organization. Offers exceptional communication, secretarial, and problem solving skills to bring a remarkable change in the overall efficiency of the office. Qualifications include:

* Highly skilled in greeting customers and answering phone calls.
* Proven ability to handle multiple, competing priorities in an effective manner.
* Thorough knowledge of written English; grammar, spelling, vocabulary and punctuation.

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| **SPECIAL SKILLS** | | |
| ● Letter drafting | ● Record maintenance | ● Transcribing dictation |
| ● Multicultural interaction | ● Office procedures | ● Confidentiality |
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**EDUCATIONAL QUALIFICATION**

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| **PROGRAMME** | **INSTITUTION** | **YEAR** |
| Bachelors in Commerce  (B.Com) | KRISTU JAYANATI COLLEGE OF MANAGEMENT & TECHNOLOGY, BANGLORE | 2013 - 2016 |
| 12TH | ST JOHN THE BAPTIST CBSE SCHOO AND JUNIOR COLLEGE NEDUMKUNNAM,KOTTAYAM KERALA | 2013 |
| 10TH | ST JOHN THE BAPTIST CBSE SCHOO AND JUNIOR COLLEGE NEDUMKUNNAM,KOTTAYAM KERALA | 2011 |

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**CERTIFICATIONS**

* White belt certification in six sigma
* Online certification courses on Competitive Strategy, Advanced Competitive Strategy
* Secure A grade for Talent Search Examination in National level.

**Work Experience**

1. **Company: First American (India) Pvt. Ltd, Bangalore**

Role - Accounts Associate

Tenure - March 2017-April 2018

First American provides financial services through its Title Insurance and Services segment and its Specialty Insurance segment. The First American Family of Companies’ core business lines include title insurance and closing/settlement services; title plant management services; title and other real property records and images; valuation products and services.

**Responsibilities:**

*Accounts receivable- Cash application*

* Research on Un-Applied and Un-Identified cash
* Appling incoming payments to the correct customer accounts and receivable invoices. Researching and resolving customer discrepancies
* Providing customer service regarding collection issues, preparing documentation for customer refunds, process and review account adjustments, resolve client discrepancies and short payments. Responsible for monitoring and maintaining assigned accounts- Customer Emails, account adjustments, small balance write off, customer reconciliations and processing credit memos.
* Research and reconcile accounts as needed
* Preparing Bank Reconciliation Statement for every month ϖ Ensure consistency and accuracy of account deliverables

1. **Company-TOFCO Travancore Organic Fertilizers Company Private Limited, Kottayam-Kerala**

Role - Accountant

Tenure - June2016 -Feburuary2017

Travancore Organic Fertilizer Company Private Limited is involved in Manufacturing - Metals & Chemicals, & Products

**Responsibilities**

* Prepares asset, liability, and capital account entries by compiling and analysing account information.
* Documents financial transactions by entering account information.
* Recommends financial actions by analysing accounting options.
* Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports.
* Substantiates financial transactions by auditing documents.
* Maintains accounting controls by preparing and recommending policies and procedures.
* Guides accounting clerical staff by coordinating activities and answering questions.
* Reconciles financial discrepancies by collecting and analysing account information.

**IT SKILLS**

* Computer: Spreadsheets, Word Processing, ERP, Typing Speed @ 60 WPM, HTML, SQL, C++
* MS Office: Word, Excel and PowerPoint
* Accounting Software: Tally
* Office Equipment: Fax machines, Photocopiers, Videoconferencing & General Office Equipment’s

**PERSONAL STRENGTH**

* Honesty
* God Fearing
* Team Facilitator
* Self – Motivated
* Willingness To Learn
* Problem Solving Skills
* Good Communication Skills
* Hard Worker & Quick Learner
* Sincerity & Dedication To Work
* Talent To Deal With People Diplomatically
* Knowledge On Various Accounting Functions
* Ability to Adapt a Fast Changing Work Environment.
* Prefer Direct Communication And Personal Interaction With Superiors

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**PERSONAL INFO**

Name : Bharath Kumar A

Date of birth : 29-09-1995

Gender : Male.

Marital Status : Single.

Father’s Name : M N Ajay Kumar

Religion : Hindu

Nationality : Indian

Address : Madhavilasam house,

Nedumkunnam P.O

Kottayam-India

Interests : Reading, Cycling, Travelling

**LANGUAGES KNOWN**

English : Read, Write, Speak

Malayalam : Read, Write, Speak

**Declaration:**

I hereby declare that the above mentioned details are true to the best of my knowledge and belief.

Bharath Kumar A

Kottayam – Kerala

India

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