**To work in a competent environment that would enable me to cope with the emerging business trends & technologies and widen the spectrum of my knowledge to add value to the individual growth**.

**SYNOPSIS**

* **MBA (Finance & Marketing ) professional with 4 years experience in Finance Domine.**
* Proficient ability of management, customer service, public relationship management
* Ability to work in a target based environment
* Very strong in handling the MS office tools and Internet applications.
* Knowledge and result oriented leader with strong work ethic and personal integrity.

**ORGANIZATIONAL EXPERIENCE**

**Tenure Company Name Designation**

**Dec’12 – Upto till KKJ Group International India Pvt Ltd Accountant**

(KKJ Group International has global operations as a conglomerate while the Group is also known as Al Swiss Group in the Middle East region)

**Nov ’09 – Nov’12 Excel Altech Pvt Ltd Accountant**

{ The company established in 2000, provides solution for usage of glass inarchitecturals, specialized in glass installation for exteriors and interiors }

***Key Responsibilities:***

* Handling day to day Petty Cash & Entry in tally
* Accounts Reconciliation at the client levels for payables and receivables.
* Department Accounting Entry.
* Preparation of weekly wages and salary statement
* Accounts Reconciliation & Bank Reconciliation
* Cheque Preparations according to the Fund Flow.
* Inventory ,Sales ,Purchase & Expenses entry in tally
* Preparation of weekly wages and salary statement
* Sending daily and weekly reports to head office
* Vat computation and E return Filing, TDS and Service Tax
* Financial statement preparation and Analysis

**ACADEMIA**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | University / Board | Year of passing | Percentage of marks |
| **MBA (Finance & Marketing)** | Anna University , Chennai | 2009 | 66 % |
| **B.com** | MG University, Kottayam | 2007 | 64 % |
| **Plus two** | Board of Higher Secondary Exam, Kerala | 2004 | 63 % |
| **SSLC** | Kerala State Board of Secondary Education | 2002 | 59 % |

**PROJECTS HANDLED**

**Quality of Work Life 🞍 3 months 🞍 AKAY Flavours and Aromatic Limited :**

Scope: In this project I have studied the workers satisfaction on the company working environment and facilities provided by the company.

**Analysis of Working Capital Management 🞍 6 weeks 🞍 Thiruvalla East Co operative bank Limited:**

Scope: In this project I have studied the 5 yr financial statements of the company through Ratio analysis, comparative and common size statement.

**COMPUTER & IT SKILLS**

* Well versed with Windows, MS Word, Excel, PowerPoint,Tally and Internet Applications
* Sound Knowledge in Tally ERP 9

**PERSONAL DOSSIER**

Date of Birth & age : 13th Feb 1987, 27

Marital Status : Married

Permanent Address : Latheesh bhavan, Present address: Tharayil house

Pullad Post,Thiruvalla, Cheeranchira P.O

Pathanamthitta Dist., Changanacherry

Kerala- 689548 Kerala- 686106

Languages Known : English, Malayalam, Hindi & Tamil

**DECLARATION**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

**Place:**

**Date: LATHEESH.M.NAIR**