SONY XAVIOUR

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Profile

To work in an organization that can fully tap the potential in me, by providing an intellectually stimulating and nourishing environment.

**Professional Qualifications**

Diploma in Financial Accounting

**Other IT Skills**

Tally ERP 9

M S Office

Hotelier, Hotsoft

**Academic Qualifications**

B.Com - University of Calicut (53%)

Plus Two - Kerala Board of Higher Secondary (65%)

S.S.L.C - Kerala Board of Public Examination (54%)

**Career History**

**Institution** - Eastend Munnar

Designation - Accountant

Duration - Since Dec21, 2014

**Institution** - Hotel Air link Castle, Athani

Designation - Accountant

Duration - Since July8, 2013 to December 2014

Job Profile

Checking Purchase Bills

Checking of final bills

Preparing cash book & ledger

Preparing bank statement

Preparing Covering letter

Preparing Creditor List, Debtors List & Follow up

**Institution** - Hotel Elite Palazzo, Angamaly

Designation - Accountant cum H R Assistant

Duration - Since July 2, 2012 to June 2013

Job Profile

Preparing Cash Book & Ledger

Checking Purchase Bills

Keeping excise register

Stock Verification

Preparing reports to Management

Co-operation with other departments

**Personal Profile**

Date of Birth : November7th 1987

Age : 28

Address : Kandathinkara, Chittarikkal (po)

Kasargod

Gender : Male

Marital Status : Single

Religion/Caste : Christian, R C

Nationality : Indian

Linguistic Proficiency **:** English, Malayalam, Hindi

**Hobbies**

* Listening Music
* Reading

**Declaration**

I hereby certified that the particulars provided above are true to the best of my knowledge

Place: Munnar

Date: 26/09/2015 **SONY XAVIOUR**