

CURRICULUM VITAE

ARJUN V. P.

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Ithithanam P.O.
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CAREER OBJECTIVE

To work with an esteemed organization where I can find enough opportunities to utilize my skills and knowledge to accelerate the growth of organization. Detail-oriented accountant seeks a similar position at reputed firm to further enhance my knowledge of tax and accounting software, computation, problem-solving, and analytical skills.

PERSONAL SUMMARY

Maxine will do much more than just count how much money is coming in and how much is going out. She can keep a close watch on a company's financials to help ensure it is well run, stable and successful. In her current role she gives senior managers accurate and up-to-date account information. In addition to her run of the mill duties she also reviews systems and processes with a view to suggest improvements. Through her career she has gained extensive knowledge of the statutory compliance requirements for all accounts related activities. As a true professional she has an analytical flair for recognising trends and monitoring activity. Right now, she would like to join a company that has an environment where collaboration is encouraged, knowledge is shared freely and diversity of thought, cultures, communities and points of view is embraced.

EXPERIENCE

- 6 months experience as Marketing Executive at Malayalam Manorama Pvt Ltd. (2015)
- Worked as an Accounts Assistant at Royal Bajaj Motors, Kottayam for 6 months (2015)
- Working as an Accounts Executive in Current Books India Pvt. Ltd (DC Books) since February 2016.

Duties & Responsibilities:

- ❖ Navigating accounting databases to find relevant information.
- ❖ Downloading bank balances from electronic banking systems on a daily basis.
- ❖ Preparing statements from scratch.
- ❖ Dealing with queries about payments.
- ❖ Contacting Authors or suppliers to discuss outstanding payments or credits.
- ❖ Checking out the travelling expense claim forms submitted by members of staff.
- ❖ Processing all expense claim forms and requests for payments.
- ❖ Recording payments as they are made.
- ❖ Ensuring that all cash management transactions are correctly recorded.
- ❖ Petty Cash, Accounts Payables and Receivables
- ❖ Royalty – Statements & Payments

AREAS OF EXPERTISE

- ❖ Processing invoices
- ❖ Chasing debts
- ❖ Reconciliation
- ❖ Payment Authorisation
- ❖ Processing invoices
- ❖ Payment runs

EDUCATIONAL DETAILS

- B.COM WITH CO-OPERATION
MG UNIVERSITY (2012)
- PLUS TWO (COMMERCE)
A.V. HIGHER SECONDARY SCHOOL, KURICHY , KOTTAYAM (2009)
- SSLC
I.H.S SCHOOL, MALAKUNNAM (2007)

COMPUTER SKILLS

- MS Office
- Tally ERP9
- Certified Financial Accountant (Manual & Computerized Tally)

SKILLS

- Quick Learner.
- Team Player.
- Punctual and sincere.
- Result oriented.
- Reliable
- Leadership

PERSONAL DETAILS

- Date of Birth : 16/07/1992
- Father's name : Premakumar
- Mother's name : Sujatha
- Nationality : Indian
- Language Known : English, Malayalam, Tamil, Hindi
- Marital Status : Single

DECLARATION

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

Yours Truly,

Place : Kottayam

Date :

ARJUN VP