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| **AKHIL XAVIER**  akhilxavier141@gmail.com  Mob:+917736695956  **Present Address**  Komaroth (H)  CBI road  Kathrikadavu  Kaloor P.O  Kochi -682017.  Kerala  **Personal Details**  **DOB**: 04-10-1995  **Sex**: Male  **Marital Status**: Single  **Nationality**: Indian  **Languages known:**  English, Malayalam  (Read, Write & Speak) | RESUME  CAREER OBJECTIVE  A position in a recognized organization that seeks an ambitious and carrier conscious person where acquired skills and knowledge will be utilized towards continued growth and development.  ACADEMIC QUALIFICATION   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **COURSE** | **YEAR** | **BOARD/UNIVERSITY** | **SPECIALIZATION/DISCIPLINE** | **MARK** | | BCOM | 2016 | MG UNIVERSITY | FINANCE AND TAXATION | \_ | | PLUS TWO | 2013 | HIGHER SECONDARY EDUCATION, KERALA | COMMERCE, COMPUTER | 73% | | SSLC | 2011 | SECONDARY EDUCATION, KERALA | SSLC | 79% |   SKILLS   * Knowledge on **MS office**.(word and excel) * Knowledge on Tally * Knowledge on GST * Well versed with internet and other applications. * Presentation skills andtarget orientated.   PROFESSIONAL STRENGTH   * Good team player and ability to handle multiple tasks * Goal oriented and ready to take initiatives * Ability to work in a target based environment.   **WORKING EXPERIENCE**   * 13 months office staff in Pan India Logistics. * 1 year work experience in Audit training and GST in Abraham & Jose   Chartered Accountants   * 2 months contract staff in MalayalaManorama.   **ACHIEVEMENTS**   * A level certificate of National Cadet Corps * State level Certificate of Kalakshetram.   DECLARATION  I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.  Date : 08-03-2018  Place :Kaloor **Akhil Xavier** |