



CURRICULUM VITAE

Vivek Mukundan

Konattu (H)
Kulayattikara P.O
Ernakulam District
Kerala, India
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Overview:

A Post Graduate in Commerce, looking for an organization which provides professional and challenging opportunity to prove myself and establish a growing career path in Finance & Accounting field along with the organization

Capabilities

- Excellent communication skills.
- Ability to work in teams and to take leadership and initiatives.
- A quick learner with great interest in gaining fresh knowledge.

Educational Qualifications:

- **Degree of Masters of Commerce** from M.G University, Kottayam, Kerala, India during 2011-2013.
- **Degree of Bachelor of Commerce** from M.G University, Kottayam, Kerala, India during 2007-2010.
- **Plus Two** from Central Board of Secondary Education, New Delhi, India during 2005-2007.
- **Tenth Level** from Central Board of Secondary Education, New Delhi, India during in 2004-2005.

Professional Qualifications:

Professional :

- **Diploma in Financial Accounting-** It's a course approved by Government of India which provides expertise in various Accounting Packages.
- **Diploma in IATA/UFTAA Foundation & EBT Course-**It's a course provided and approved by International Air Transport Association (IATA), Montreal, Canada.

Computer Awareness:

- Accounting Package : Tally ERP 9
- Microsoft Office(Word, Excel, Power Point)
- Web searching

Work Experience:

1. Company Name: **S.R. PAI & Co, Chartered Accountants** (Jan 2011 to Jan 2013)

Position Held: **Audit Assistant**

Reference: **CA. Rajeev. S. Pai, Managing Partner** Contact No: **+91-9895154344**

S.R. Pai & Co. is a firm of Practicing Chartered Accountants started in the year 2004. The firm is having Head office at Cochin and a branch at Kottayam.

2. Company Name: **P.X. Foundation** (Jan 2013 to Till Date)

Position Held: **Chief Accountant**

Reference: **P.X. Alexander, Managing Partner** Contact No: **+91-9847644835**

P.X. Foundation is a well established Construction Company based in Ernakulam District of Kerala which executes both Government and Semi Government Piling and Civil Contract works.

Responsibilities

- GST return filing and other related works.
- Establish, maintain and coordinate the implementation for accounting and accounting control procedures
- Monitor and review accounting and related system reports for accuracy and completeness
- Prepare and review, revenue, expense, inventory, payroll entries, invoices, and other accounting documents
- Resolve accounting discrepancies
- Input and handling of financial data and reports for the company's automated financial systems
- Interact with internal and external auditors in completing audits
- Ensuring all financial practices are legal and within guidelines as outline in state and central laws
- Reviewing and posting all account vouchers.
- Book keeping
- Preparing and paying TDS
- Balancing accounts on a daily, weekly or monthly basis
- Other administrative duties as assigned/found required.
- Compliance with auditors and all statutory dignified officers relating to Tax rules

Personnel Profile

Father's Name : K.K. Mukundan
Date of Birth : 23rd May 1990.
Sex & Marital Status : Male, Married
Languages Known : English, Hindi, and Malayalam
Nationality : Indian
Passport No : J 5248468
Expiry Date : 05/06/2021
Hobbies : Listening to Music, Travelling

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

Ernakulam, India
Date: 18/04/2018



[VIVEK MUKUNDAN]