

RESUME

**VIVEK VK
VADAKKEDATH(H),
MANNUCHIRA,
PRUMPADANNA,
N.PARAVUR P.O 683513**



**Mob:9605022386
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PERSONAL DETAILS

Father's Name : Karthikeyan
Mother's Name : Sobha
Age : 23
Sex : Male
Date of birth : 09/06/1995
Marital Status : Single
Nationality : Indian
Religion & Caste : Hindu - Ezhava

CAREER OBJECTIVE

Seeking a long time growth in challenging and the responsible position and establishment where performance is always recognized to be self orientated innovative and a purpose a progressive career.

LANGUAGES KNOWN

LANGUAGES	READ	WRITE	SPEAK
English	Proficient	Intermediate	Intermediate
Malayalam	Proficient	Proficient	Proficient

EDUCATIONAL QUALIFICATION

QUALIFICATION	BOARD/UNIVERSITY	INSTITUTION	% OF MARK
B.Com Computer Application	MG University	SN College , Paravur	65 %
Plus Two	Kerala	Lakshmi College , Paravur	62 %
SSLC	Kerala	SNHSS , Paravur	60 %

KEY SKILLS

Good communication and leadership skill
Sincere and hard working , confident and self-motivated
Ability to do multi-task and dedicated towards work
Willing to do flexible shifts , Billing specialist

TECHNICAL QUALIFICATION

Tally ERP 9 From 2015 To Present
MS Office (Proficient in Excel and Word)
Diploma in Financial and Foreign Accounting

WOK EXPERIENCE

GLOBAL SHIPPING AGENCY, KADAVANTHRA, COCHIN

- **ACCOUNTS EXECUTIVE**

From October 2016 TO December 2017

Profit sheet preparing in excel
Automation in billing in Tally (GST)
Payments , Journal entry , Sales

CHAITHANYA MARBLES AND GRANITE , EDAPALLY , COCHIN

- **ACCOUNTANT CUM SALES EXECUTIVE**

Sales and Purchase entry in tally
Cash verification
Debtors follow-up
Monthly stock report
GST Billing , Petty cash book

RESPONSIBILITY AREA

Purchase and Sales invoice in Tally
Preparation of ledger , petty cash book
GST, Billing , cash

DECLARATION

With God's grace and hard work I have always been able to be punctual and sincere to my work. I also declare that all the above-furnished information's are true and I would be liable to submit any documents to prove them.

PLACE : North Paravur

DATE : 26-06-2018



VIVEK V K