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# RESUME

**SAJEESH CV**

**CHALIL VADAKKAYIL**

**KARANTHUR (PO)**

**CALICUT**

**KERALA**

**673571(PIN)**

**Email :** [**sajeeshsaikrishna@gmail.com**](mailto:sajeeshsaikrishna@gmail.com) **Mob : +919539692360 , 7907825102**

**PERSONAL PROFILE**

**Father’s name : Somasundaran vp**

**Date of Birth : 03-04-1990**

**Age : 27 Years**

**Gender : Male**

**Marital Status : Single**

**Nationality : Indian**

**Languages Known : English, Malayalam & Hindi**

**CAREER OBJECTIVE**

**To associate with an organization which progress dynamically and gives me a chance to update my knowledge and enhance my skills in the new technologies and be a part of the team that excels in work towards the development of Organization.**

**ACADEMIC QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree/ Course** | **Institution** | **University / Board** | **Year of Passing** | **% of Marks** |
| **BCOM / CTAP** | **MANVISH ACADEMY** | **Pvt Institution** | **2011** | **62%** |
| **HSE(12th)** | **GOVTHSSKUTTIKKATTOOR** | **State Board** | **2010** | **56%** |
| **SSLC (10th )** | **GOVT HSS KUNNAMANGALAM** | **State Board** | **2005** | **55%** |

**COMPUTER KNOWLEDGE**

* **Completed a certificate course in MS WINDOWS , MS WORD , MS EXCEL FROM SMART COMPUTERS , CALICUT .**
* **Work exposure to Computer Accounting Packages like , Tally ERP-9, CTAP from V SOFT SOLUTIONS CALICUT.**
* **Completed a certificate course TALLY 9 , From G - TEC COMPUTER CENTRE CALICUT .**

**PROFESSIONAL ACCOUNTING TRAINING**

* **Successfully completed a training in manual and Computerized Accounting from V SOFT SOLUTIONS, CALICUT an ISO 9001-2000 Certified Accountants Training Institute.**

**STUDY EXPOSURE**

* **I have study exposure to the following areas of Accounting work.**
* **Writing up of books to the following areas of accounts of trading,manufacturing,service and non-profit organisations.**
* **Prepare and maintenance of various register like purchase register, sales register, journal register,credit note register, debit note register etc…**
* **Prepare of various accounting reports like Income and expenditure statement,Bank Reconciliation statement etc…**
* **Prepare and E-Filing of GST return, Income Tax return, ,TDS Return,EPF Return** , **Payroll , etc**

**AREA OF INTEREST**

* **Accounting**
* **Management**

**SOFTWARE SKILLS**

* **Operating System : Windows XP, Windows Vista, Windows 7**
* **Software Packages : Dca ,MS Office**
* **Accounting Softwares : Tally.ERP 9, tally 9,**

**CERTIFIED COURSES**

**CTAP (Certified Tally Accountant Programme)**

**WORK EXPERIENCE**

* **(2011 – 2012) Worked as an Assistant Accountant to the Auditor in Southern Computers ,Calicut.**
* **(2012 – 2014) Worked as an Cashier & Assistant Accountant in Ferro Plywoods YMCA Clt.**
* **(2014 – 2015) Worked as an Accountant in Apzone Home Appliances (Patrapura) Clt.**
* **(2015- ) Presently Iam working as an Accountant in Somany Tiles & sanitary exclusive showroom (julphar) puthiyara CLT.**

**STRENGTHS**

* **Positive Attitude**
* **Time Management.**
* **Hard Working**

**Hobbies**

* **Reading**
* **Noting Important Points**
* **Listening Music**

**How I can contribute to your Company**

**By my hard work, sincerity, positive attitude and professional Qualification.Iwill contribute my very best for the progress of our Organaisation.**

**References**

* **Ramakrishnan.G. The Director of CTAP (Certified Tally Accountant Praogramm)**
* **Noushad.C.Principal, The Calicut Co-Operative college , Calicut**

**Note**

**I had completed CTAp, It’s a BCOM Eqivalent Course & My Graduations is BA Sociology.**

**Declaration**

**I hereby declare that the information furnished above is true to the best of my knowledge.**

**Place: Calicut**

**Date:25-09-2018**

**SAJEESH CV**