

## **CURRICULUM VITAE**

AJITH P DAS  
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### **Objective**

To pursue a career that offers me an opportunity to work in a challenging environment and to utilize my knowledge and skills sets to contribute best of my ability in the field of Administration, Accounts, Audit & Facility Management.

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### **Profile**

Over 3, 4 years of experience in the area of Auditing , Office Accounts, and Facility management  
Result oriented self-starter and able to work with minimum guidance  
Playing key role in exploring new possibilities  
Energetic contributor with demonstrable detail orientation and multi-tasking/organizational proficiency  
Self motivated individual & ability to cope with a fast paced environment  
Strong communication & customer service skills  
Remarkable coordination skills

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### **Areas of Interest**

<b>Accounts</b>	<b>General Administration</b>	<b>Government Audits</b>
<b>Audits</b>	<b>Vendor Management</b>	<b>Dispute Settlement</b>
<b>Client Relationship Management</b>	<b>Customer Service</b>	<b>Facility Management</b>

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### **Professional Experience**

<b>Name of the Company</b>	<b>Position</b>	<b>Duration</b>
KURUVILLA AND COMPANY CHARTERED ACCOUNTANTS	ACCOUNTS CUM AUDIT ASSISTANT	26 AUGUST 2015 – PRESENT

## **Job profile:-**

### **Accounts**

- Handling accounts payable & receivables
- Checking cash receipts & payment transactions.
- Post transactions to journals, ledgers and other records.
- Identifying accounts that need special attention.
- Verification of inventory and evaluation of fixed assets.
- Preparation of Monthly invoices & follows up with client.
- Preparation of Fixed asset register.
- Handles accounts receivables.
- Prepare payable report, receivable report aging report etc.
- Negotiating and procuring products & services for the company.
- Assists with the preparation of monthly staff & non staff payroll.
- Handle imprest system of Petty cash.

### **Audits**

- Attending meetings with auditors to develop an understanding of business processes
- Evaluating the effectiveness of the internal control systems and monitor its application
- Review the adequacy of the risk management procedures and methodologies
- Checking the efficiency of routine operations of the bank
- Evaluate the reliability and accuracy of the financial records and reports
- Review the management information system and the efficiency of the electronic banking services
- Implementation of policies and procedures and ensure its effectiveness
- Ensure that the procedures comply with the legal and regulatory requirements
- The undertaking of fraud investigations, if required
- Ensuring the adequacy of procedures to safeguard the bank's assets
- Monitoring the bank's Non-Performing Assets (NPA) and alarming the management when required
- Term loans (excluding NPA) with more than one defaulted installments.
- Documents Verification of term loan and OD/CCOL accounts
- TDS For the Financial Year
- Sundries payable for the Financial Year.
- Sundries receivable for the Financial year.
- Gold loans pledged during the financial Year
- Gold loan outstanding during the Financial Year

### Academic Credentials

Qualification	Board/University	Year
ICWA (CMA)	INSTITUTE OF COST ACCOUNTANTS OF INDIA	2014-
SKILL COURSE	INSTITUTE OF COST ACCOUNTANTS OF INDIA	2014-2015
B.COM Computer Application	Mahatma Gandhi University	2011-2014
Higher Secondary	Board of HSE, Kerala	2009-2011
SSLC	Dept. of Public Examination, Kerala	2008-2009

### **WORK EXPERIENCE FROM KURUVILLA AND COMPANY**

Doing Concurrent Audit of SOUTH INDIAN BANK , MALLAPPALLY BRANCH :- FY 2018-19

I Attended Statutory Audit Of STATE BANK OF INDIA, PATHANAMTHITTA BRANCH.-FY-2017-2018 - AY-2018-2019

I Attended Statutory Audit Of STATE BANK OF INDIA, THIRUVALLA MEPRAL BRANCH.-FY-2017-2018 -AY-2018-2019

I Attended Statutory Audit Of STATE BANK OF INDIA, PATHANAMTHITTA MALLASSERY BRANCH.-FY-2017-2018 -AY-2018-2019

I Attended Statutory Audit Of STATE BANK OF INDIA, KONNI BRANCH.-FY-2015-2016 -AY-2016-

2017 I Attended Concurrent Audit Of SOUTH INDIAN BANK, PATHANAMTHITTA MAIN BRANCH-FY 2015-2016,FY 2016-2017

I Attended 15 Company Audits & Tax Audits in all over the Kerala from KURUVILLA AND COMPANY

I Attended Agricultural Technology Management Agency (ATMA) Pathanamthitta, Fund audit , FY-206-2017,2017-2018

I Attended Vegetables Fruits Promoters Council Keralam (VFPC) Monthly Audit During - FY-2016-2017-,2017-2018

### **Computer Proficiency**

- ❖ Platforms – Windows ,IOS
  - ❖ SAP
  - ❖ WINMAN Tax calculations
  - ❖ Diploma in Financial Management (Tally)
  - ❖ Excellent in Microsoft office Packages.
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### **Personal Details**

Age & Date of Birth : 25 years, 18th JANUARY

1994 Sex : Male

Father's Name : HARIDAS P R

Nationality : Indian

Passport No : N5575163

License No : 3/3404/2014

Languages known : English, Malayalam, Tamil, Hindi

Marital status : Single

Hobbies : Solving mathematical problems, playing chess, Reading books, Travelling

### **REFERENCE:**

CA DOWRAI MOHEN KURUVILLA FCA

CHARTERED ACCOUNTANT

KURUVILLA AND COMPANY

PATHANAMTHITTA

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Professional Portfolio

CA SANJAY KURUVILLA.ACA

CHARTERED ACCOUNTANT

KURUVILLA AND COMPANY

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#### **Declaration**

I hereby declare that the details furnished herein are true to the best of my knowledge and belief. Wherever applicable, I can provide documents in Original to substantiate any information provide here.

Date : 29-01-2019

Place : PATHANAMTHITTA

**AJITH P DAS**