

ARJUN SURESH
MADATHUMPADY HOUSE
CHANDY ROAD, VADUTHALA P.O
KOCHI- 682023
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Career objective

As an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my dream career.

Education

Qualification	Course	Board	Month/Year
Graduation	Bachelor of commerce	Mahatma Gandhi University, Kottayam	05/2017
Senior Secondary	Commerce	Kerala State	05/2014
Secondary School Leaving Certificate	S.S.L.C	Kerala State	04/2012

Experience

Name of Establishment: TRINITY TRADERS

Trinity Traders, An authorized distributor of V-Guard Switch Gears and Switches having annual turnover 10 Crores.

Position: Accountant

Period: 02-04-2018 to Present

- ❖ Controlling Bills Payables
- ❖ Generate confidential weekly Reports and present to Management
- ❖ Monitored and Recorded Company Expenses
- ❖ Managing Inventories
- ❖ Filing GST Returns
- ❖ Preparing Final accounts
- ❖ Cash

Extra Certifications

- Master diploma in computerized financial accounting from Indian computer education society with 'B' Grade.
- Diploma in corporate accounting with SAP from accountants service society (pursuing)
- Diploma in graphic designing and animation from Jawaharlal Nehru Education & Charitable Foundation with 'A' Grade.

Strengths

❖ Computer proficiency

Software studied: Tally 9, MS-Office, Computer fundamentals and Operating Systems, MS- dos, MS-Windows XP, Fundamentals of manual designing, Corel Draw, Adobe Photoshop and Macromedia Flash

- ❖ Possess positive attitude
- ❖ Good communication skill
- ❖ Can effectively work in teams
- ❖ Responsible towards works
- ❖ Quick learner

Personal details

Father Name	:	M.D Suresh
Date of Birth	:	29 th August, 1996
Gender	:	Male
Marital Status	:	Single
Nationality	:	Indian
Languages Known	:	English, Malayalam

Declaration

I hereby declare that the information provided above is correct to the best of my knowledge.

Place : Ernakulam

Date :

(ARJUN SURESH)