

ARAVIND R

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PROFILE

Highly organized MBA graduate invested in procuring a management position. A 4-year career attests to my ability to perform financial planning and analysis support. Looking to build upon my knowledge and experience in order to learn and grow into a duty manager role.

CAREER HIGHLIGHTS

- Detail-oriented, efficient, and organized professional with extensive experience in accounting systems.
- Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.
- Highly trustworthy, discreet and ethical.
- A proactive problem-solver and determined achiever who is looking for an opportunity to prove himself.

CARRER HISTORY

Dr KM CHERIAN INSTITUTE OF MEDICAL SCIENCES DUTY MANAGER

AUGUST 2021 – Till the date

- Monitoring staff and taking corrective action where necessary to resolve customer queries.
- Coordinate with teamwork and responding positively to colleagues and managing all reasonable work instructions properly.
- Worked with facility administrators to develop action plan to help implement policy updates in daily operations.
- Supervised the performance of the hospital and developed new strategies to improve performance standards.
- Manage cash intake, counting out registers at regular intervals and tabulating profit at the end of the shift.

KOSAMATTAM FINANCE LTD, Mannar Branch Executive

MARCH 2021 – AUGUST 2021

- Reviews and audits all financial documents prior to submission; these documents include projected cash flow and income statements and gold loan
- Managed team of administrative assistants who were tasked to handle benefits preparation, time-keeping, cash sales and accounts receivables.
- Coordinated with Purchasing to review and verify record-keeping and accuracy of invoices, delivery receipts, Requests for Purchase Orders and other relevant documents.
- Provided assistance with tax return audits and compliance reports.
- Conducts internal audit for the company in compliance

- Operate Computers programmed with accounting software to record, store and analyse information
- Classify, record and summarize numerical and financial data to compile and keep financial records using journals and computers.
- Check figures, postings and documents for correct entry, mathematical accuracy, and proper codes
- Debits, credit and total accounts on computer spreadsheets and databases using specialized accounting software.
- Perform general office duties such as filing, answering telephones, and handling routine correspondence.

EDUCATION AND TRAINING

- **Master of Business Administration (M.B.A) Business Administration** – Marketing Candidate Annamalai University, Tamil Nadu (Graduated August 2021)
- **Bachelor of Commerce Finance and Taxation**, Musaliar College of Arts and Science, Pathanamthitta (April 2019)
- **Completed High School and Pre-degree** from S.B.H.S.S Mannar

PROFESSIONAL TRAINING

- Trained in Microsoft Office, ECIT Mannar
- SAP Certified Application Associate, GTEC Institute Thiruvalla
- Certified in Online cost accounting courses
- Trained in TALLY.ERP9 and GCC VAT

KEY AUDITOR SKILLS

- Generally Accepted Auditing Standards (GAAS)
- Financial Auditing
- Regulatory Compliance
- Analytical and organizational skills
- Highest standards of accounting accuracy and precision.
- Able to handle multiple tasks, work quickly and well under pressure

DECLARATION

The details presented here by means of resume are true to the best of my knowledge. I will strive constantly to live up to the expectations of the same.

Date:

Place:

(Aravind R)