

**PERSONAL PROFILE:**

E-mail : [unmeshcg@gmail.com](mailto:unmeshcg@gmail.com)

**Mobile:**

India: +91 9744189763  
: +91 9500108969

**Personal Data:**

Gender : Male  
Date of Birth : 11/11/1990  
Marital Status : Married  
Nationality : Indian  
Passport No : M8574543  
Validity:  
Up to 05/04/2025

**Current Residence.:**

Thrissur, Kerala

**Languages Known:**

English, Hindi, Tamil & Malayalam

**CAREER OBJECTIVE:**

- To Work in a Creative and Challenging Environment. Where I Could Develop My Skills, Constantly learn and successfully Deliver Solutions to the Problems and grow thereby Integrating Both Personal and Organizational Goals.

**ACADEMIC QUALIFICATION:**

- ❖ **BCOM (FINANCE) | 2014**  
University of Calicut  
Specialization: Accounts, Audit, Taxation.
- ❖ **Higher Secondary (Plus Two) | 2009**  
Board of Higher Secondary Education (State Board), India.  
Specialization: Computer Science

**PROFESSIONAL EXPERIENCE:****March 2021-Present****Administration Assistant at Kerala State IT Infrastructure LTD, TVM**

- Doing Administrative and Clerical Tasks.
- Issue of ID cards and Offer letters to new employees.
- Coordination of office purchases & maintenance activities.
- Processing of Salary , Payslip and Reimbursement Claims.
- Maintenance of office registers up to date.

**Analyst| May 2017 – December 2020.  
NatWest Group, Chennai, India.**

- Approving & Declining of Overdraft facilities to the Customers.
- Renewal of OD facilities.
- KYC checking.
- Account opening by Verification of Documents.
- Quality Control.
- Preparation of Productivity Report, EOD Report and Minutes of the meeting.
- Provide necessary assistance & services on customer inquiries,request and complaints.

**Audit Assistant cum Accountant | July 2013 – August 2015.****Manoj Xavier & Co., Chartered Accountants, Kerala, India.**

- Statutory Audit of Private Companies in Manufacturing Industry, Non-Banking Finance Companies, Charitable/Religious Trusts, Partnership firms & Proprietorship.
- Internal Audit of Public Sector Undertakings in Manufacturing Industry, Hospitals, Educational Institutions & Retail Units.
- Preparation of Bank Reconciliation Statements.
- Tax Audit of Private Companies, Firms & Proprietorship concerns.
- In depth analysis of Financial Statements, Ratio Analysis, Budgeting & Cash Management.

#### **TECHNICAL SKILLS AND TRAINING :**

- ❖ Expert Working Knowledge in MS Excel, MS Word, Tally ERP 9.
- ❖ Working Knowledge in Windows 7, Windows 8 OS.
- ❖ **Professional Accountancy** Certification (Manual Accounting, Tally ERP 9. and Peachtree) with **A grade**
- ❖ **Tally Academy** Certification
- ❖ **Certificate of Excellence in Kerala SIDCO Certified Professional Accountant**(Government of Kerala Certification)
- ❖ Completed 100 Hours Information Technology Training Course (ITT) Conducted by **ICAI**
- ❖ Completed 7 Days Orientation programme Course Conducted by **ICAI**

#### **AREAS OF EXPERTISE:**

- ❖ Accounts Management.
- ❖ Statutory, Concurrent and Internal Audits.
- ❖ Tax Planning.

#### **STRENGTHS:**

- ❖ Sincere and Hard Working to Complete the Tasks Assigned
- ❖ Highly Motivated to Work in a Team
- ❖ Fast Learner, Optimist & Self Motivated
- ❖ Ability to Make Significant Contributions towards the Success of the Organization

#### **REFERENCES:**

Available Upon Request

