

ARUN BABU . P

JOB EXPERIENCE

- **ACCOUNTS EXECUTIVE**

Seena jewellery ,cherthala

Key Responsibilities;

- preparing weekly and monthly report.
- maintaining vouchers, receipts, bill and payments.
- updating Accounts receivable and issuing invoice.
- Assisting in processing balance sheet, income statement and other statement.
- Assisting in GST filling and returns

- **JUNIOR ASSISTANT**

Cashier at Manappuram

Finance Pvt Ltd . (2021 -2022)

Duties;

- Taking payments from customer's via cash, cheque, credit card
- maintenance daily cashbook and bank reconciliations
- Recording of money's received and paid out
- sorting, counting and wrapping currency and coins
- Balance cash in the till with receipt.

EDUCATION HISTORY

- **BACHELOR OF COMMERCE WITH FINANCE AND TAXATION**

M G University

(Pass-out : 2016 - 2019)

- **SAP FICO**

Finance & control

Cast institute ,palarivattom

(Pass-out : 2019)

- **PLUS TWO - HSS KANDAMANGALAM**

Humanities

Kerala State board

(Pass-out : 2014 -2016)

- **SSLC - HSS KANDAMANGALAM**


Kerala State board

(Pass-out :2014)

PROFILE

I AM AN ACCOUNT EXECUTIVE WITH A STRONG PASSION IN BUILDING RELATIONSHIPS WITH CLIENTS AND ABLE TO ORGANISE BUSINESS STRATEGIES FOR THE COMPANY. I'M ALSO ABLE TO MINIMISE THE THREAT OF RISK THAT MIGHT OCCUR.

CONTACT

 9895347486

 arunbabup1998@gmail.com

 Thyckal po cherthala, Alappuzha

KEY SKILLS

- SAP Finance and Control
- proficiency in ms Excel, word & power point
- Book keeping
- Taxation

PERSONAL DETAILS

- DOB : 22/06/1998
- Gender : Male
- Marital status : Single
- Hobbies : Cricket & Music

LANGUAGE

- Malayalam
- English

INTERNSHIP

- **BILLING EXECUTIVE**
Elite foods pvt ltd aroor
(3 months)