



ARYA RAJEEV

Phone number: 7306890533 Email address: aryarajeev829@gmail.com



Profile

Accurate and detail-oriented with experience in coordinating various accounts payable functions. Great communicator with an Accounting & Finance degree from a well known university, a highly Professional attitude, and extensive teamwork skills.



Work experience

Accountant
Chennalloor Fashion Homes

- Administered new and existing accounts and prepared company budgets.
- Prepared and reviewed financial statements and managed relevant correspondence.
- Handled general administrative duties and completed cash flow forecasts.



Education

2020-2022

Masters of commerce (Finance and Taxation)
Mahatma Gandhi University

2020

Diploma in Indian and Foreign Accounting (DIFA)

2017-2020

Bachelor of commerce (Computer Application)
Mahatma Gandhi University

2015-2017

High school
Devaswom Board Higher Secondary school



Skills

Languages

Malayalam English Hindi

Software skills

MS Word Quick book Tally MS excel Sage 50(Peachtree)

Declaration:

I hereby declare that the above mentioned information is Correct to the best of my knowledge.

Arya Rajeev

