# Curriculum Vitae



## ATHUL C V
### ACCOUNTANT

**Contact No: +971 501047795**
**Email Id: athuljr1997@gmail.com**

## Personal Details:

Date of Birth    : 17/05/1997
Nationality      : Indian
Gender           : Male
Marital Status   : Single
Visa Status      : Employment Visa

## Languages Known:

- o English
- o Hindi
- o Malayalam
- o Tamil
- o Arabic

## Passport Details:

Passport No      : S0846713
Date of Issue    : 29/06/2018
Date of Epiry    : 28/06/2028

## Computer Skills:

- Programming Languages
  C, Java, C++, C#
- Web Technologies

## Career Objectives

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where an encourage and permitted to be an active participant as well vital contribute on development of the company.

## Educational Qualifications

➢ **BSc COMPUTER SCIENCE**
  **COLLEGE OF APPLIED SCIENCE PATTUVAM**
  **2015-2018**
  **(REGISTRATION NUMBER: AP15CCSR08)**

➢ **+2 SCIENCE – BOARD OF HIGHER SECONDARY EXAMINATION  2015**
  **GOVERNMENT HIGHER SECONDARY SCHOOL MORAZAHA**
  **(REGISTRATION NUMBER: 2402524)**

➢ **SSLC – STATE BOARD EXAMINATION 2013**
  **JAYBEES ENGLISH MEDIUM HIGH SCHOOL**
  **(REGISTRATION NUMBER: 543477)**

## Certifications

✓ **FINANCIAL ACCOUNTING**
  **TALLY, PEACHTREE, QUICKBOOKS, TRADEASY**
✓ **BUSINESS MANAGEMENT**
✓ **LOGISTICS**
✓ **VIBES**
✓ **MICROSOFT EXCEL**

## Work Experience

➕ **ACCOUNTANT  -  UAE**
  **SAFEER AL MADEENA SUPERMARKET AJMAN, JURF FOR 2 YEARS 2021 – 2023**

### DUTIES:
- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly, quarterly, and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns.
- Manage balance sheets and profit/loss statements.

HTML, PHP
- ▪ **Databases**
  **MYSQL, SQL**
- ▪ **Tools**
  **Microsoft Visual Studio, Net Beans, Adobe Photoshop**
- ▪ **Operating System**
  **Windows (XP, 7, 8, 10, 11)**
  **Linux (Fedora, Ubuntu)**
- ▪ **Processor**
  **Microprocessor 8085**

## Technical Knowledge:

- ▪ **Installation & Troubleshooting of Software and Hardware Devices.**
- ▪ **Installation & Troubleshooting of Operating System.**

## Academic Project:

- ○ **JAVA Swing Application.**
  **Application developed as an academic project for**
  **BSc COMPUTER SCIENCE.**

  **Application Name : Advanced Valores Automation**

## Skills:

- • **Effective communication**
- • **Active listening**
- • **Positive languages**
- • **Problem solving**
- • **Patience**

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- • Report on the company's financial health and liquidity.
- • Audit financial transactions and documents.
- • Comply with financial policies and regulations.

### 🞖 **PURCHASE MANAGER - UAE**
**SAFEER AL MADEENA SUPERMARKET AJMAN, JURF FOR 2 YEARS 2021 – 2023**

#### DUTIES:
- • Develops a purchasing strategy.
- • Reviews and processes purchase orders.
- • Maintains records of goods ordered and received.
- • Negotiates prices and contracts with suppliers.
- • Builds and maintains relationships with vendors.
- • Selects prospective vendors and negotiates contracts.
- • Evaluates vendors based on quality, timeliness, and price.
- • Schedules deliveries and ensures timely fulfillment of orders.
- • Researches and evaluates vendors to compare pricing and services.

### 🞖 **GRAPHICS DESIGNER**
**VICTORY AGENCIES KANNUR, INDIA**
**2 YEAR  2019 - 2021**

#### DUTIES:
- • Study design briefs and determine requirements.
- • Schedule projects and define budget constraints.
- • Conceptualize visuals based on requirements.
- • Prepare rough drafts and present ideas.
- • Develop illustrations, logos and other designs using software or by hand.
- • Use the appropriate colors and layouts for each graphic.

### 🞖 **GRAPHICS DESIGNER    (Still Working)**
**SHAKLAN STUDIO, AL QOUZ, Dubai UAE**

## Extra-Curricular Activities

- ✓ Participated in IT Fests conducted in Palayad University Campus and many Inter College Fests.

## Conclusion & Declaration

   I hereby declare that the above furnished information is true and correct to the best of my knowledge and belief.

**ATHUL C V**