

CURRICULUM VITAE

MILTON RAPHAEL

Veerambully (H)

Kallur po, Amballur

Thrissur - 680317

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OBJECTIVE

Enterprising, hard-working and technically skilled in accounts and specialist known for accuracy, attention to detail and timeliness in managing disbursement functions for diverse-industry employers. Ambitious and enthusiastic professional achieving consistent results and developing strong working relationships with clients. Backed by solid credentials and proficiencies in generally accepted accounting practices as well as MS Office Suite, Retail & Wholesale software, QuickBooks, and ERP 9.0 systems

PROFESSIONAL EXPERIENCE

Four years experience as an accountant at :-

- 2021: Pasons Group Of Company, Dubai (01-01-2021 to On wards)
- 2018-19 : Elba Trading company, Calicut (16-08-2018 to 30-04-2019)
- 2017-18 : Modulina Private Limited, Thrissur (01-01-2017 to 30-06-2018)

Following are the Areas of Work specifically handled :-

- Purchase and Sales billing
- Expense and Income booking
- Classification of Account heads
- Restructuring the accounting system
- Payment and e-filing of Direct and Indirect taxes
- Management of ESI, PF etc
- Assistance to the Internal Audit Department
- Stock Control and evaluation

EDUCATIONAL QUALIFICATIONS

- 2013-16 :- B.COM with finance from University of Calicut with (60%) marks.
- 2011-13 :- Plus Two Commerce group (70%) marks from State Board.
- 2010-11 :- SSLC (75%) marks from State Board .

IT PROFICIENCY

- SAP FI/CO
- Tally.ERP.9
- MS Excel and MSWord
- MS powerpoint

SKILLS AND ABILITIES

- Ability to manage events
- Inculcate Espirit de corps
- A skilled orator

INTERESTS AND ACTIVITIES

- Cricket
- Football
- Gym
- Driving
- Blogging

PERSONAL DETAILS

Date of Birth : 05/02/1996

Marital status : Single

Languages : English & Malayalam

Nationality : Indian

Passport No : T4850751

DECLARATION

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

MILTON RAPHAEL