



# MRUDHU KRISHNA NS

## Contact Details

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## Personal Data

Date of Birth : 20.02.1998

Father's Name : Sajeevan(Late)

Gender : Male

Nationality : Indian

Marital Status : Single

## Language Proficiency

Malayalam

Hindi

English

Tamil

## Permanent Address

Nelladan House

Edakkara P.O

Parly

Malappuram D.t

Kerala, PIN: 679331

## Passport Details

License No: R1837470

Date of Issue:30.06.2016

Date of Expiry:29.06.2027

Place of Issue:Malappuram

## CAREER OBJECTIVE

A vibrant/ challenging position in a competitive sector/ organization, where my education and work experience can have a profound impact, resulting mutual growth and productivity.

## EMPLOYMENT HISTORY

February 2019 to November 2019

### *ADON APPARELS, PALAD-KERALA*

#### ACCOUNT EXECUTIVE

- Compile and analyze financial information's and documents to prepare books of accounts and finalization.
- Maintenance of day book and ledger.
- Maintenance cash and accurately record cash transaction.
- Prepare income statement and balance sheet.
- Dealing with sale invoice, income, receipts and payment.
- Advance knowledge of quick books and Excel.
- Highly intelligent
- Extensive book keeping knowledge.
- Cash management and control.
- Accounts payable and receivable.

January 2020 to December 2021

### *TAKE ONE'S, EDAKKARA - KERALA*

#### ACCOUNTANT

- Prepare & Maintain Journal entries & Review all daily transactions are properly posted into respective accounts/ledgers Delivery Note, Sales & Purchase Invoices & other related accounting vouchers
- Processing Quotation Request ,Quotation, Purchase Order,

**Software Proficiency**

- Tally
- MS Office

**Skill Sets**

- Accounting Vouchers
- Receivables
- Accounts Payables
- Inventory Controls
- Payroll
- Deposits
- Reporting
- Reconciliation of Accounts
- Working On Tight Schedules

**Hobbies**

- Travelling
- Watching Movies
- Listening Music

- Monitoring & controlling Cash & Cash equivalent transactions and maintain liquidity
- Monitoring Outstanding, Payable & Receivable review & finalizing ageing reports and monthly collection/payment reports

**EDUCATIONAL QUALIFICATION**

**Academic**

- **Higher Secondary Education-Science**  
Higher Secondary Examination Board, Kerala  
2015
- **Secondary School Leaving Certificate**  
Kerala Board  
2013

**Professional**

- **G-Accountant in Tally**  
G-Tech Computer Education  
2017
- **Auto Mobile Engineering**  
Human Resources Development Society (HRDC)  
2018

**DECLARATION**

I hereby declare that the information furnished above is true to my knowledge and I take complete responsibility for any false information.

You're sincerely

**MRUDHU KRISHNA NS**