



NAVEEN HARIDAS

Asistant Accountant

A self-motivated and result-oriented M.Com graduate with proven experience in the field of accounting and taxation, eager to secure a challenging career with an esteemed organization where I can leverage my acquired knowledge and significant skills from professional education. I aim to contribute effectively, seek job satisfaction, foster self-development, and actively contribute to achieving both personal and organizational goals.

Contact

Phone

+91 7558949631

Email

naveenharidas1999@gmail.com

Address

Navaneetham,
Erezha North,
Chetikulangara P.O,
Mavelikara,
Alappuzha(Dist.)
Kerala (State)
India
Pin: 690106

Education

M.Com (Finance)

University of Kerala
2021 - 2023

B. Com (Computer Application)

University of Kerala
2017 - 2021

Computer Proficiency

- Microsoft – Word, Excel & PowerPoint
- Tally
- Peach Tree Accounting Software
- Sage 50 Accounting
- Winman GST
- Speqta GST
- Zoho
- Anydesk
- Zybra

Languages

English

Hindi

Malayalam

Experience

Deepak Agarwal & Co Chartered Accountants

Assistant Accountant

01/04/2024 - 28-06-2024

- Goods & Service Tax return preparation and filing.
- Accounting and book keeping.
- Income Tax return preparation and filing.
- Internal Audit
- Tax Audit Tax audits of companies and firms under their respective sections.
- Preparation of Financials - Preparing Trading and Profit and Loss accounts, Balance Sheets and Cash Flow Statements

R U Varma & Associates

Accounts and Audit Executive

04/09/2023 - 27/03/2024

- Expert in handling Goods & Service Tax returns.
- Skilled in managing accounting and bookkeeping.
- Proficient in filing Income Tax returns.
- Conducting internal audits effectively.
- Completing tax audits for companies and firms.
- Collaborative team player.
- Preparation of financial statements
- Preparation of Net worth Certificates.

Travancore Sugars and Chemicals Ltd, Thiruvalla

Intern - Finance

26/12/2022 - 11/01/2023

Academic project works

- A study on attitude of people towards green products with special reference to Kayamkulam.
- A study on cost and profit analysis on honeybee farming in HortiCorp with special reference to HortiCorp ,Kochalummoodu.

Certifications

- Tally ACE
- Diploma in Indian And Foreign Accounting – DIFA

Additional educational qualification

Diploma in Indian And Foreign Accounting – DIFA

G-Tec Computer Education, Mavelikara, Alappuzha, Kerala

Details of Passport

- Passport No : B6945248
- Place of Issue : Cochin
- Date of Issue : 02/11/2023
- Date of Expiry : 01/11/2033

Personal Profile

- Date of Birth : 05/04/1999
- Gender : Male
- Father's Name : Haridasan Pillai
- Mother's Name : Sumangala Kumari.S
- Nationality : Indian
- Marital Status : Unmarried
- Religion : Hindu
- Hobbies : listening to music and reading books.

DECLARATION

I affirm the accuracy of the provided information to the best of my knowledge. I acknowledge that any discrepancies discovered may result in the rejection of my candidacy or termination of employment.

Date : NAVEEN HARIDAS
Place :