

CARRICULAM VIATE



RAGI VIVEK

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Trissur, India

Profession: - Finance/Accounts/Management Professional – BBA&PGDCFA Financial Accounting .

Seeking middle level assignments in Finance & Accounts with an organization of repute, to be a part of an International reputed and progressive organization in order to gain knowledge and assist the professionals in performance of their duties & responsibilities in Finance / Audit / Accounts Department for achieving their goals and objectives efficiently & effectively

PROFESSIONAL SUMMARY

- 10 Years of Experience in Finance & Accounts
- BBA in Business Management , PGDCFA in Professional Manual & Computerized Financial Accounting (E-Taxation Also) & HDMCA
- Exposure in Tally ERP9 , Peachtree ,Ms-Office,GST , Income Tax ,TDS

PROFESSIONAL EXPERIENCE

Accountants Academy :(3-6-2011 to 30-12-2011)

- Worked as an accounting faculty.
- Doing Original Companies work in manually and Computerized (Tally and Peachtree) audit work also.

Pesto Clean LLC Dubai :(21-2-2012 to 15-2-2013)

This Company is active in labour supply and pest control, all over Dubai.

- Establishing monthly and annually balance sheet, P&L, budget creation, Bank reconciliation statements, cash inflow and out flow, salary statement .
- Preparing daily .day book, cash book and bank.
- Managing Attendance And Company all files lie as admin.
- Verifying and filing of documents.

Thrissur District Labour Society :(25.08.2014To 15.10.2019)

Worked as an Assi. Finance manager This Company active in Constriction, lie Metro-Eranamkulam and other PVT branches -TIDSO (Doing Flat, villas) TDLCs-Supermarkets.

- Bank Statement. Salary statements, P&L, Balance sheet, Cash flow these are preparing monthly and annually.
- Monthly preparing Purchase Tax, Sales Tax, and And Income Tax And quarterly return TDS Also.
- Payroll preparation & preparing daily payment.
- Bank reconciliation in an every month.
- Carrying out day-to- day accounting jobs up to branch closing.

PROVIDENCE TRADERS : (10.08.2020 to still working)

This company active in Construction materials (Hole sales) -like TMT, GP, Sheet, GI Pipes, Cements, Roofing Sheet Etc.

- Responsible for preparation and filing GST, Income Tax, TDS, TCS, And Flood Cess.
- Authenticating cash balance at the end of the day and tally it with the computerize balance.
- Supporting the Statutory and Internal Auditor in their audit work
- Preparing daily Cash and Bank payment
- Generating sales invoicing
- Handle cash flow statement on daily, weekly and monthly basis
- Processing payment for suppliers without delay

ACADEMIC QUALIFICATIONS:

Bachelor Degree in Business Administration from University Of Calicut, Kerala – 2010

ACCOUNTING QUALIFICATION

- Post Graduate Diploma in Computerized Financial Accounting –PGDCFA(TALLY ERP9)
- Higher Diploma in Manual and Computerized Accounting –HDMCA(TALLY ERP9 PEACHTREE)
- GST,TDS, TCS, TAX

PERSONAL DETAILS:

- Gender : Female
- Date of birth : 25th –May-1990
- Nationality : Indian
- Marital status : Married
- Passport No : J 8561122
- Current Location : Trissur- Kerala
- Current Position : Accountant
- Company : Providence Traders
- Language of known : Malayalam & English

REFERENCES:

References are available upon request.

DECLARATION:

I hereby declare that the above given details are correct and true to the best of my knowledge and belief.

RAGI VIVEK.