

MIDHUN N.



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PROFESSIONAL SUMMARY

To be Sincere with my work towards the growth of organization and gain professional satisfaction and excellence through my knowledge and skills.

PROFESSIONAL SKILLS

- Leadership qualities
- Willingness to learn
- Flexible and Adaptive
- Quick decision making
- Multi – tasking ability.

LANGUAGES

- ENGLISH (Professional Proficiency)
- HINDI (Elementary proficiency)
- TAMIL (Elementary proficiency)
- MALAYALAM (Native)

PERSONAL DETAILS

Date of Birth : 25-08-1995

Gender : Male

Visa Status : Visit Visa

Marital Status : Single

Nationality : Indian

Father Name : Muraleedharan N

Passport No : W0905853

Place of Issue : Cochin

Date of Issue : 06-06-2022

Date of Expiry : 05-06-2032

EDUCATIONAL QUALIFICATIONS

B.COM FINANCE (Sree Keralavarma College 2013-2016)

EMPLOYMENT EXPERIENCE

Working as **Audit Assistant** at B.Vijay and Associates

(May 2022 to May 2023)

Worked as **Audit Assistant** at Paul and Aravind Chartered Accountants

(June 2018 to Sep 2021)

FIELD OF INTEREST

- GST Return filing, GST Annual Audit and other GST compliances
- Statutory Audits of Companies and NBFC's
- Income tax return filing and Income tax audits
- Finalisation of books of accounts in Tally ERP 9 and Tally Prime
- Tax deducted at source (TDS) calculations and TDS Return filing

IT TECHNICAL SKILLS

- Proficient with Microsoft Word, Excel, and PowerPoint
- File structure and general organization skills
- Problem-solving and critical thinking skills
- Tally

TRAINING & CERTIFICATIONS

- Attended the orientation programme conducted by the Institute of Chartered Accountants of India to develop effective communication and presentation skills
- Attended the Integrated Course on Information Technology and Soft Skills (ICTSS) programme conducted by the Institute of Chartered Accountants of India to develop an understanding for use of Information Technology in the field of accounting

HOBBIES

- Reading books
- Watching films and sports events
- Cricket, Football

PERSONAL SKILLS

- Analytical thinking and Decision Making
- Quickly learning ability and adaptability
- Hardworking and punctual
- Confident and Time management
- Good communication skills
- Very organized & disciplined
- Excellent communication and presentation skills.
- Administration skills
- Problem solving ability
- Confidence, determination, and persistence Patience and self-motivation
- The ability to work well under pressure

DECLARATION

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

Place: Thrissur

Signature

Date:

(**Midhun .N**)