

# **CURRICULUM VITAE**

**ARAVIND.O**  
**EREECHEDTHU HOUSE**  
**PATHIYOOR KALA**  
**KEERIKKADU P.O**  
**ALAPPUZHA DISTRICT**  
**KERALA**  
**PIN:690508**  
**CONTACT No: +917902545634, +918089128996**  
**E-mail ID: aravindvichu12345@gmail.com**



## **CARRIER OBJECTIVE**

To work in a company where I can contribute my expertise to utilize my skills and knowledge. I expect to work in a place where I can use my initiative, competence and ability on the job and to undergo training and development that will enhance my job performance and be compensated for merit and performance.

## **PERSONAL PROFILES**

Name	:	ARAVIND O
Gender	:	Male
Date of Birth	:	04/10/2000
Marital Status	:	SINGLE
Nationality	:	Indian
Religion	:	Hindu
Language Known	:	English, Malayalam, Hindi
Father's Name	:	OMANAKUTTEN R

## **PASSPORT DETAILS:**

Passport No	:	V7442742
Date of Issue	:	28/02/2022
Date of Expiry	:	27/02/2032
Place of Issue	:	Cochin

## **LANGUAGE PROFICIENCY**

❖ Can Speak	:	English, Malayalam, Hindi
❖ Can Read	:	English, Hindi, Malayalam
❖ Can Write	:	English, Hindi, Malayalam

## **ACADEMIC QUALIFICATION**

Course	Institution	Month & Year	Percentage
S.S.L.C	Govt. of Kerala Board of Public Examinations	March 2017	75 %
H.S.C	Govt. of Kerala Board of Higher Secondary Examination	March 2019	65 %

## **PROFESSIONAL QUALIFICATION**

Name of Examination	University	Year Of Study	Class
<b>Diploma in Mechanical Maintenance</b> [Automobile and AC mechanic]	<b>Oasis Institute of Technology</b> Govt of N.C.T New Delhi, Govt of India	July 2019-Oct2020	<b>60%</b>
<b>Tally &amp; MS Office</b> [TALLY PRIME GST]	<b>Institute of Computer Soft-Tech</b> Affiliated to NCVT Govt Of India&Kerala	FOUR MONTHS	<b>80 %</b>

## **PROFESSIONAL EXPERIENCE**

Name & Address of Organization	Duration		Position	Department
	From	To		
<b>SURYA TECHNOLOGIES</b> <b>PATHIYOOR, KAYAMKULAM</b> Contact: +91 8078849889	<b>24-07-2021</b>	<b>STILL WORKING</b>	<b>Accountant</b>	<b>Front office</b>

## **KEY RESPONSIBILITIES**

### **SURYA TECHNOLOGIES**

- ✚ Front office managing
- ✚ Stock checking and clearing
- ✚ Purchase Billing
- ✚ GST filing
- ✚ Sales billing
- ✚ Cashier
- ✚ Materials distributer

### **DECLARATION**

In view of the above, I request you to be kind enough to give me an opportunity to serve your esteemed organization for which out of kindness. I shall be very grateful institutional authorities I have by declare that the above information and particulars are true and correct to the best of knowledge.

**ARAVIND O**

Place:

Date: