

CURRICULUM VITAE

ALEN DOMINIC



Personal Details

DOB: 28-04-1997

Nationality: Indian

Marital Status: Single

Father's Name:

C.V. DOMINIC

Telephone

+971-554243684

+91 8606830142

E-Mail:

alendominic4@gmail.com

Visa Status : Visit Visa

Languages Known

- English
- Malayalam
- Hindi
- Tamil

Permanent Address

Chackalayil (H)
Kanjirappally P.O.
Kottayam Dist.
Kerala
India
686507

PASSPORT DETAILS:

Passport No : P9842504
Place of Issue : Cochin
Date of Issue : 29/04/2017
Date of Expiry : 28/04/2027

CAREER OBJECTIVE

To be part of a vibrant team of professional to meet any desired goals set by an organization or an individual to realize the requirements and objectives using my experience.

ACADEMIC QUALIFICATION

Course	Board/University	Name of School/College	Year of Passing	Percentage/CGPA
P.G Diploma in Logistics & Supply chain management	WHRDE	IALM, ERNAKULAM	2018	75%
B.Com Finance & Taxation	M G University	St.Dominic's College, Kanjirappally	2017	7.48
Plus Two (Commerce)	Board of Higher Secondary Education Kerala	St.Dominic's HSS, Kanjirappally	2014	81%
SSLC	General Education Department Kerala	St.Dominic's HSS, Kanjirappally	2012	75%

WORK EXPERIENCE

- BCC KANJIRAPPALLY (Business & Company Consultants)**
Duration: 05/03/2018 to 31/08/2018
Post Held: Accounting Trainee
- WELL WISHER MARKETING**
Duration: 03/09/2018 to 30/10/2019
Post Held: Accountant

JOB PROFILE

WELL WISHER MARKETING

- Verification of accounts of organizations.
- Data Entry in Tally ERP9
- Detailed Analysis of Accounting data of various client organizations including Scrutiny of ledgers and vouching.
- Reconciliation of bank statement and cash book.
- Rectification of daybook.
- GST registration and filing

COMPUTER KNOWLEDGE

- Tally ERP 9
- MS Office

SKILLS

- Proficient, Prearranged detail-based professional with extensive knowledge in accounting works..
- Confident in contributing towards the growth and betterment of the organization.
- Able to adjust with any environment.
- Proficient in understanding, interpreting & defining client's business needs and implementing it with appropriate customization

STRENGTHS

- Capable of working in a fully computerized
- Hard working and good team player
- Good interpersonal and communication skills
- Flexible enough to adapt to the circumstance

REFERENCE

- Abyson Kurian (Prof.)
Department of Commerce
St.Dominic's college Kanjirappally
Ph: +91 9745913111
- K. Hassan Hussain
BCC KANJIRAPPALLY
+91 9446756468

DECLARATION

I, Alen Dominic, here by Declares that the above information furnished by me is true to the best of my knowledge and belief.

In the event of being given an opportunity to serve under you, I assure you that it shall my endeavor to win the appreciation of my superiors by sincere and earnest hard wor

ALEN DOMINIC