

CURRICULAM VITAE



AMMU RAJ R

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AREA OF INTEREST

Accounts, Purchase

CARRIER OBJECTIVE

To be in a position in a result – oriented company that seek an ambitions and carrier conscious person were acquired skills and education will be utilized towards continuous growth and advancement.

WORK EXPERIENCE

WE R (TAX PRACTITIONERS & ACCOUNTANTS)

Location : Trivandrum, Attingal

Position : Accountant

Period : 06.05.2017 to 30.11.2018

MERLYN INDIA COMMERCIAL VENTURES PVT LIMITED

Location : Trivandrum, Varkala

Position : Accountant

Period : 15.12.2018 to 15.06.2021

DUTIES AND RESPONSIBILITIES

- ✓ Manage all accounting transactions
- ✓ Prepare budget forecasts
- ✓ Petty cash Management
- ✓ Handle monthly, quarterly and annually closings
- ✓ Reconcile accounts payable and receivable
- ✓ Compute taxes and prepare tax returns
- ✓ Manage balance sheet and profit/ loss statements.
- ✓ Manage vender and supplier selection process based on price, quality, support, capacity and reliability.
- ✓ Identify and source new suppliers and vendors.
- ✓ Monitor supplier and vendor complaints with contractual agreements.
- ✓ Develop and manage purchasing budgets and forecasts
- ✓ Facilitate timely placement purchase order
- ✓ Determining quantity and timing of deliveries

COMPETENCIES

- Ambitious in nature
- Dynamic and hardworking
- Open to new technologies with keen interest to learn new things
- Self confidence and truly dedicated to work
- Good team player and work independently

PERSONAL INFORMATION

DOB : 03.02.1995
Nationality : Indian
Marital Status: Married
Sex : Female
Visa Status : Visit Visa

PASSPORT DETAILS

Passport No : S 7260166
Date of Issue : 24.12.2018
Date of Expiry: 23.12.2028
Place of Issue: Trivandrum

ADDRESS

Madathuvila Veedu
Maithanam
Varkala, Trivandrum, Kerala
India, 695141

LANGAUAGES KNOWN

English., Malayalam, Hindi & Tamil

QUALIFICATIONS

B.Com Computer Application

2017 Kerala University

12th Sate Board

2013 , Varkala ,Higher Secondary School

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2011, Varkala, Higher secondary School

COMPUTER SKILL

- ✓ Knowledge in Ms office Packages
- ✓ Good Knowledge in Tally ERP

Declaration

I, AMMURAJ.R here declare that the information contained here is true and correct to the best of my knowledge and belief;

AMMURAJ.R