



## SARATH.V

### Present Location

Vadakkoot House,  
Vyloor, Nellayi P O  
Thrissur(Dist),Kerala,  
India.  
Pin: 680305

### Postal Address

Vadakkoot House,  
Vyloor, Nellayi P O  
Thrissur(Dist),Kerala,  
India.  
Pin: 680305

### Personal Data

Father Name: Unnikrishnan.  
Date Of Birth :22-04-1991  
Age :27 Years  
Sex : Male.  
Nationality : Indian.  
Marital Status: Single.

### Passport Details

Passport No : N1067864  
Date of Issue : 17-7-2015  
Date of Expiry : 16-07-2025  
Place of Issue : Cochin

### Objective

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

### Qualification

- ❖ MBA from Bharathiar University, Tamil Nadu, India

### Work Experience

- ❖ Working as an Assistant Accountant in Pynadath Rock Products Pvt Ltd from 1<sup>st</sup> April 2018 To Present.
- ❖ Worked under Chartered Accountant P.Venkideswaran as an Accounts / Audit Assistant from 1<sup>st</sup> November, 2014 to 31<sup>st</sup> May, 2015.
- ❖ Working as an Assistant Accountant in Ashraya Pharma from 1<sup>st</sup> December 2015 To 31<sup>st</sup> December 2017

### Job Profile

- ❖ Coordinate office activities and schedules; ensure smooth office operations.
- ❖ Perform day to day financial transactions and prepare daily financial report.
- ❖ Maintaining the cash book, bank book and ledger accounts
- ❖ Maintaining petty Cash to meet the daily office expenses.
- ❖ Preparing Bank Reconciliation Statement.
- ❖ Preparing cash flow & fund flow statements.
- ❖ Managing receivables and payables
- ❖ Preparation of Financial Statements up to Finalization.
- ❖ Carrying out various banking functions like loans, online banking etc.
- ❖ Preparing salary statement & maintaining salary records.
- ❖ Proficient in accounting, Spreadsheet, Management and other Financial Reports

### Personal Activities

- ❖ READING
- ❖ TRAVELLING
- ❖ PLAYING

### Personal Strength

- ❖ Flexibility & Adaptability
- ❖ Quick learner
- ❖ Stress Tolerance
- ❖ Decision Making Skill
- ❖ Responsible
- ❖ Leadership
- ❖ Self Motivated
- ❖ Organization Skill
- ❖ Honesty & Integrity

### Educational Details

Course	Specialization	Name of University	Year of passing
MBA	Human Resource Management	Bharathiar University	2018
B.Com	Co-Operation	Calicut University	2013
ITI	Production & Manufacturing	NCVT	2009
Plus Two	Commerce	Board of Kerala	2008
S.S.L.C.	-----	Board of Kerala	2006

### Technical Educational Details

Course	Name of Institution	Year of passing
Tally	IPA	2014
M.S Excel	IPA	2014
Peachtree	IPA	2014

### Languages Known

Languages	Speak	Read	Wright
English	✓	✓	✓
Hindi	✓	✓	✓
Malayalam	✓	✓	✓

## Reference

- ❖ Antony .K.A(Manager)  
Pynadath Rock Products Pvt Ltd  
Pynadath Estate,  
Kuttichira P O,  
Thrissur – 680724  
Phone: 8593071133
  
- ❖ C.A.P.Venkiteswaran  
B.Com, F.C.A, DISA  
CHARTERED ACCOUNTANT  
G-2, Roshma Vaishnavam Apartments  
Opp: Kuttankulangara Temple  
Kuttankulangara Temple Road  
Punkunnam, Thrissur - 680002  
Phone: 0487-2384628, Mob: 009895224728  
Email:venkitee@yahoo.in

## Declaration

I hereby declare that the information given above is true and correct to the best of my knowledge.

**SARATH. V**