

A K AJITH VARGHESE

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ACADEMIC CREDENTIALS

MBA IN FINANCE AND MARKETING | 2020 | 78%

- Musaliar Institute of Management

BACHELOR OF COMMERCE WITH COMPUTER APPLICATION | 2018 | 72%

- St Cyril's College

HIGHER SECONDARY | 2015 | 85%

- Board of Higher Secondary Examination, Kerala, India
- NSS HSS Choorakode

SSLC | 2013 | 86%

- Board of Public Examination, Kerala, India
- NSS HSS Choorakode

COMPUTER PROFICIENCY

Tally	★ ★ ★ ★
MS Word/Excel/Power Point	★ ★ ★ ★
MS Outlook	★ ★ ★ ★

ACHIEVEMENTS

- Internship certification in technical analysis

PROFILE SUMMARY

Experienced and versatile professional with a background in accounting and audit execution. Possessing an MBA in Finance and Marketing, I bring a comprehensive understanding of financial principles and strategic marketing techniques to the table. With a proven track record in managing financial transactions, ensuring accuracy in auditing processes, and delivering top-notch customer service in cashiering roles. Seeking to leverage my multifaceted skill set and educational background to contribute effectively to a dynamic organization's success in the finance and accounting domain.

EMPLOYMENT CHRONICLE

ACCOUNTANT | Jul 2023 – Sep 2024

MOHAMMAD AL JARALLAH EQUIPMENT AND PETROLEUM SERVICE CO WLL
Kuwait

KEY RESPONSIBILITIES

- Issuing invoices for goods or services provided.
- Reconciling the company's bank statements and bookkeeping ledgers.
- Managing incoming payments from customers.
- Handling outgoing payments to suppliers and vendors.
- Managing income and expenditure accounts
- Recording and processing payments received and made.
- Administering employee wages and salaries.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Initiating and managing financial and accounting software used by the company.
- Managing employee leave requests and handling final settlements.
- Handling petty cash.

AUDIT EXECUTIVE | 22 Mar 2021 – 31 Apr 2023

MUTHOOT FINANCE LTD, Bangalore

KEY RESPONSIBILITIES

- Conduct internal audits at specified intervals across locations.
- Create and present comprehensive reports detailing audit findings and procedures.
- Transparent communication with management and audited parties.

PROFESSIONAL SKILLS

- Accounts Receivable and Accounts Payable
- Financial reporting
- Budget management
- Account reconciliation
- Cash handling
- Bank reconciliation
- Customer service
- Internal auditing
- Risk assessment
- Report writing
- Attention to detail
- Analytical skills

PASSPORT DETAILS

Passport Number : S3411984
Date of Issue : 16/07/2018
Date of Expiry : 15/07/2028

LANGUAGES KNOWN

English  100 %
Malayalam  100 %
Hindi  85 %

INTERESTS



Songs



Travelling



Reading

REFERENCE

- **Sareesh**
Audit Uncharged, Muthoot
Finance Ltd +91 9035119042

- Stay updated on policies, regulations, and guidelines for effective management systems.
- Truthfully and accurately report audit findings as required.
- Perform Know Your Customer (KYC) audits to ensure compliance and accuracy in customer identification processes.

PROJECTS

- **Motivation on workforce at Rubco Pvt Ltd Alappuzha**
Conducted a study on motivation on workforce at Rubco Pvt Ltd
- **Evaluating the performance of DIC for promoting MSME sector**
Evaluated the performance of DIC towards MSME sector

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender : Male
Date of Birth : 20/10/1997
Nationality : Indian
Marital Status : Single

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

A K AJITH VARGHESE