**RESUME**

**ARUN VISHNU RS**



[Email:-arunvishnurs@gmail.com](mailto:-arunvishnurs@gmail.com)

Phone No:-8089927644

|  |
| --- |
| **Career Objective** |

To make a bright and evocative contribution in my field of quest, create a conductive environment of team spirit to work with total commitment and sincerity to pursue a career in the Computer/Accounts sector. I believe that working in your esteemed organisation would provide me ample opportunity for my career.

|  |
| --- |
| **Educational Qualification** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course** | **YearofPassing** | **Institution/College Studied** | **Stream** | **University/Board** | **Percentage of Marks** |
| B.Com | 2013 | Tandem,TVPM | Commerce | Kerala University | 45 |
| Plus Two | 2009 | St,Mary’s H.S.S, Pattom, TVPM | Humanities | Board of Higher  Secondary Education | 76 |
| SSLC | 2007 | St,Mary’s H.S.S,  Pattom, TVPM | SSLC | Kerala Board | 66 |
| Enrolled as Goods & Service Tax Practitioner Enrollment Number:- 321800000099GPQ | | | | | |

|  |  |
| --- | --- |
| **Work Experience** | |
| Company:- **Kerala Housing Finance Limited, Head Office,Trivandrum**  Designation:- Accounts Assistant  Period :- 01st March 2016 to 31st March 2018  **Job description**   1. Collecting daily balances from branches and verifying the cash and bank balances and reporting it to the General Manager. 2. Bank Reconciliation. 3. Reporting loan defaulters to CIBIL. 4. Helping senior officials for preparation of letters etc. 5. Loan Recovery.   Company - **Mahindra Holidays & Resorts India Limited, Munnar**  Designation - Service Associate (Stores/Purchasing Assistant)  Period - 11th February 2019 to 11th July 2019.  **Job description**   1. Assisting Purchasing Manager for purchasing various goods/materials (perishable & non-perishable) required for the Resort on timely basis. 2. Inventory Management. | |
| **Computer Skills** | |
| * Diploma in ComputerHardware * Tally ERP9.0 * MS Office * Typing (English) speed @35-40 words per minute * Adobe PageMaker7.0 * Basics in HTML | |
| **Attributes/Abilities** | |
| * Good communication * Self motivated, quick learner * Positive attitude, hardworking | |
| **Personal Profile** |
| Age : 28  Date of Birth : 04-07-1991 Gender : Male MaritalStatus : Single Nationality : Indian  Languages Known : English, Malayalam, Hindi  Address : TC41/386,ThekkeeVeedu, Kuriyathi, Manacaud.P.O  Thiruvananthapuram-695009 |
| **Declaration** |
| I do hereby declare that the details furnished above are true to the best of my knowledge, information and belief.  ARUN VISHNU RS  Thiruvananthapuram |