**VARGHESE K.S.**

E-Mail**: ksvarghese2002@yahoo.co.in**,Contact No**.:** +**918750805082, 0120-2648623**

**EMPLOYMENT HISTORY**

* Associated with M/s Diwan Chand Medical Services Pvt. Ltd., New Delhi as Assistant Manager (Accounts) from April 2006 to March, 2016.
* Associated with M/s Narayan International, Noida from 2002 to 2005.
* Associated with M/s Ishi Systems Pvt. Ltd, New Delhi from 2000 to 2002.
* Associated with M/s SU Submersible Pumps Pvt. Ltd, Noida from 1992 to 2000.

**KEY RESPONSIBILITIES**

* Bank reconciliation.
* Handling ledger accounts and keeping the check for any invoices or payments.
* Studying the reports given by auditors and CA and submitting them to the management.
* Preparation of all journal entries and accruals and manage the month end closing.
* Maintaining records of payment information.
* Preparing periodic reports to compare budgeted costs to actual costs.
* Ensure reclassification and accounting of wrong or unaccounted entries prior to GL close.
* Managing the petty cash.
* Assigning entries to proper accounts.
* Review and prepare annual internal and external auditing schedules and coordinate audit activities.
* Training the junior accounting clerks.
* Preparation of cash and receivable forecast on monthly basis.

**PROFESSIONAL SKILLS**

* Excellent time management skills with proven ability to work accurately and quickly prioritize, coordinate and consolidate tasks.
* Ability to perform in dynamic & challenging environment & learn accordingly.
* Good team player.
* Possess strong communication, self correspondence.
* Knowledge of MS Office/Excel, Tally ERP.9

**ACADEMICS**

* B.Com (Gandhiji University, Kerala), 1986.
* M.Com (Mahatma Gandhi University,Kerala), 1988.
* D.C.P.1Yr.Diploma (Capital Computers,Delhi),1996.

**PERSONAL DOSSIER**

## Date of Birth: 2nd May,1966

## Father’s Name: Sebastian.

## Marital Status: Married

Address for communication: S-26/F2, Opp. Gurudwara,

 Shalimar Garden Extn- I,

 P.O. Sahibabad,

 Distt. Ghaziabad (U.P.), 201 005.

 Salary last drawn: Rs.30,000/- P.M. (CTC)

 Salary Expected: Negotiable

(Varghese K. S.)