**VARGHESE K.S.**

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

**EMPLOYMENT HISTORY**

* Currently associated as Assistant Manager (Accounts)with M/s Diwan Chand Medical Services Pvt. Ltd. since April 2006.
* Associated with M/s Narayan International from 2002 to 2005.
* Associated with M/s Ishi Systems Pvt. Ltd, from 2000 to 2002.
* Associated with M/s SU Submersible Pumps Pvt. Ltd, 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.

**PROFESSIONALSKILLS**

* Excellent time management skills with proven ability to work accurately and quicklyprioritize, coordinate and consolidatetasks.
* Ability to perform in dynamic & challenging environment & Learnaccordingly.
* Good team player.
* Possess strong communication, self correspondance.
* Knowledge of MS Office/Excel, Tally, ERP9.

**ACADEMICS**

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

**PERSONALDOSSIER**

## Date ofBirth: 2nd May,1966

## Father’s Name: Sebastian.

PermanentAddress: S-26/F2, Opp. Gurudwara, Shalimar Garden Extn- I, Sahibabad, Ghaziabad (U.P.), 201 005.

(Varghese K. S.)