ZAVIER.M.C

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| |  | | --- | |  |   Email : zavier99@gmail.com  **PRESENT CONTACT NO:**  Mob : +91-0551724906    **PRESENT ADDRESS:**  Zavier M C  C/o, Joseph K Mathew  PB No. 50048  Dubai  .  **PERSONAL DATA:**  Date of Birth : 29 Dec 1985  Sex : Male  Nationality : Indian  Marital Status : Single  Linguistic proficiency : English, Hindi  Tamil & Malayalam  **PASSPORT DATA:**  Passport No : G 5811460  Place of Issue : Trivandrum  Date of Issue : 09-01-2008  Date of Expiry : 08-01-2018  **OTHERS :** | **OBJECTIVE**  Intend to structure my growth in pace with the ever-changing corporate environment. Make my learning curve to move in a linear fashion along with the growth of my functional skills coupled with overall personality development in order to face the challenging times ahead. Take up responsibilities with the assurance of putting the best and consistent efforts to come up with effective results. I insist on getting the job done and work for efficiency and effectiveness. Being a fast learner I can quickly adapt to the surroundings, which a new job offers.  **PERSONAL SKILLS**   * Ambitious and always keen to do well * Excellent verbal and written communication skills, Ability to deal with people diplomatically, willingness to learn, team facilitator, comprehensive problem solving abilities. * Capable of remaining focused even in adverse situations. Self-motivated, well disciplined and responsible moreover dedicated to professionalism. * Take up responsibilities with the assurance of putting the best and consistent efforts to come up with effective results. |

**WORK EXPERIENCE**

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| MUTHOOT FINCORP LTD Trivandrum Duration: January 2009 – January 2011 |

**Muthoot Fincorp Ltd** is a Non Banking Financial Company which having more than 1500 branches all over India and its controlling and supervision is done by **Reserve Bank of India** (RBI).

**Designation:- Finance / Accounts Executive (Corporate Office)**

**Job Profile:**

* Preparation of cash flow statement
* Reconciliation
* Ledger posting
* Ledger scrutiny
* Scheduling of heads of accounts
* TDS
* Processing and payments of bills
* Budgeting
* Variance report (income, expense and customer)
* Analyzing of books of accounts
* MIS
* Assisting Finalization

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| **EDUCATIONAL QUALIFICATIONS** |

* **Masters in Finance & Control** **(MFC)** from CMS College of Arts & Science ( Bharathiyar University, Coimbathore) 2008
* **Bachelor of Commerce (Bcom)** from St.Thomas College, Kozhencherry ( MG University,Kerala) in 2006.
* **Plus 2** from ST:Thomas HSS, Kozhencherry (Board of Higher Secondary Education Kerala) in 2003.
* **SSLC** from St.Thomas HSS, Kozhencherry ( Board of Examinations, kerala ) in 2001.

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| **COMPUTER PROFICIENCY** |

* **Tally** package
* **MS Office 2007 & 2010**

**OTHER ACTIVITIES & HOBBIES**

Organizing various cultural activities, traveling, Reading, Music, Sports

**REFERENCES**

References available on request.