



ALVIN KURIAKOSE

To be associated with a progressive organization that helps me to grow professionally and personally to take up more responsible positions in future

CONTACT DETAILS

Phone

+973 39394222

E-mail

alvinkuriakose24@gmail.com

Location

Now available in Bahrain

EDUCATION

- **Bachelor of Commerce**
Kannur University (2015)
- **Higher Secondary**
HSE Board of Kerala (2012)

TECHNICAL SKILLS

MS-Word, MS-Excel, MS-Power Point, MS-DOS, Database System, Internet & Email.

PERSONAL DETAILS

Date of Birth : 04/08/1994
Nationality : Indian
Gender : Male
Marital Status : Single
Passport No : N0346087

Permanent Address

Vandakkunnel House,
Paisakkary, Payyavoor,
Kannur- 670 633 Kerala, India

Languages Known

English, Malayalam

PROFILE SUMMARY

Highly motivated and detail-oriented accounting professional with **5** years of experience in accounts payable, accounts receivable, and general ledger. Skilled in financial analysis, budgeting, and forecasting. Expertise in preparing financial statements and reports, ensuring accuracy and compliance with accounting standards. Additionally, possess experience working as a registration executive, providing exceptional customer service and managing registration processes. Strong communication, organization, and time management skills, with a commitment to delivering results and exceeding expectations

PROFESSIONAL EXPERIENCE

- **Accountant| 15-06-2022 to 18-03-2023**
DKH KIA Motors Kannur
DKH KIA Motors is an automotive company that designs, produces, and sells a range of vehicles, including cars, SUVs, and commercial vehicles.
- **Accountant&Registration Executive| 01-10-2018 to 30-05-2022**
Popular Vehicles and Services ltd
Popular Vehicles and Services Ltd. is an Indian company that specializes in automobile sales, service, and spare parts. It operates authorized dealerships for several leading automobile brands in the country.
- **Accountant| 01-02-2016 to 30-09-2018**
Megha Associates Payyavoor, Kannur, Kerala

SOFTWARE SKILLS

- VAP (Virtual Accounting Practices) Studied from SAC Computer Academy Center Iritty completed on 2016
- Manuel Accounting (Indian and Foreign Accounting Softwares)
Tally, Trade Easy, Peach tree, Quick Book

PROFESSIONAL SKILLS

- Strong financial analysis skills, with the ability to interpret and communicate complex financial data.
- Skilled in using accounting software and other financial tools to manage and reconcile accounts
- Excellent organizational and time management skills, with the ability to meet deadlines and prioritize tasks effectively
- Strong communication and interpersonal skills, with experience working with clients and colleagues from diverse backgrounds.