# RESUME

## M. KARTHIK KUMAR [Email:mkarthikkumark7@gmail.c](mailto:mkarthikkumark7@gmail.com)om

## MNO: 8125777700

## 

**Career Objective**

To work in a competitive environment among highly motivated individuals, towards continuous personal and professional improvement through hard work and the application of knowledge thus gained.

**Work Experience**

### Organization : MAHESH GST & INCOMETAX CONSULTANTS

**Designation** : Audit Assistant.

**Experience** : period of 6 years (2015 – 2021)

**Organization**  : Adarsh credit co-operative society

**Designation** : Junior officer & Branch in charge for a period of 8 months (2013)

### Work Profile :

* Preparation of accounting voucher and accounting the same on timely basis
* Book Keeping & payment process
* Generation of Internal Cheque for approval & payments
* Verification of all the bills before payment
* Cash advances , advance settlements & payments
* Preparation of Budget for expenses on monthly basis
* Preparation of Journal Voucher
* Preparation various Sales Reports
* Preparation of monthly financial statements
* *Preparation of MIS reports for management review*

**Computer Skills**

* Working Knowledge in Microsoft Office (MS Word, Excel, and Power Point) and tally

**Academic Profile**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **University/Institute** | ***Year*** | **Percentage** |
| M.B.A(Finance) | Osmania University | *2012* | 71 |
| B.Com (General) | Osmania University | *2008* | 65 |
| Intermediate (M.E.C) | Board of Intermediate Education | *2005* | 61 |
| S.S.C | Board of secondary Education | *2003* | 76 |

**Strengths**

## Good team player.

* Hard Working and Result Oriented.
* Confidence and Positive Attitude
* Ability to work under Pressure.

**Non Academic Profile**

**H obbies**

* Watching and Playing Cricket.
* Listening to music.
* Playing carom and Chess.

**Personal Profile**

Name : M.karthik Kumar

Father’s Name : M.C Prakash

DOB : 03-07-1988

Marital Status : Married

Languages Known : English, Telugu and Hindi.

### (M.karthik Kumar)