



JISHNU P A

WORK EXPERIENCE

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings. To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

CONTACT

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HOBBIES

Drawing
Travelling
Photography

PERSONAL DETAILS

D.O.B : 17-05-1995
NATIONALITY : INDIAN
MARITAL STATUS : SINGLE

LANGUAGE

English
Hindi
Malayalam

ACCOUNTS ASSISTANT-THAJ EVENTS BUSINESS GROUP(FEB 2021-FEB 2022)

- Invoice processing and filing.
- Recording and filing cash transaction
- Ensuring payments ,amounts and records are correct
- controlling credit and chasing debt
- updating and maintaining procedural documentation
- handling the company's petty cash
- Data entry of vouchers (receipts voucher payment voucher etc)
- Prepare and submit monthly/yearly report.

WARRANTY COORDINATOR-SAI SERVICE MARUTI SUZUKI (Feb 2019-feb 2021)

- Check product warranty and generate claim as per the customer's request.
- Generate e WAY bill.
- Follow up the delegated persons and process the warranty claim.
- Opening and closing of job card
- Billing and cash maintenance
- Maintain inventory accuracy and product availability.
- Providing warranty details and attending to customer's queries.
- Providing customers with a positive experience by resolving customers issues.
- Follow up and check the rejected claims
- Check the recent bulletin/circulars from the organization before giving warranty

PRANAMAM HOTEL CHIRAKKAL - THRISSUR RECEPTIONIST (Aug 2013 – Jun 2015)

- Welcoming the guests and assigning rooms as per their requests.
- Answer customers/guests' queries related to the Hotel service and resolve all issues.
- Assist guests in storing their valuable things in a secure deposit box.
- Handle payments through cash and credit cards.
- Deal with queries from the public and customers.
- Monitor visitor access and maintain security awareness.

EDUCATION

Bachelor of commerce – B.COM

Bharathiar university
2015-2018

Tally ERP 9 | Peachtree

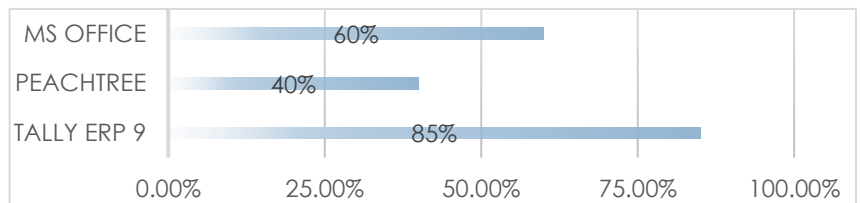
2016

Higher Secondary

State Board
2012

Secondary School

State Board
2010



HIGHLIGHTS

- Good communication and interpersonal relation.
- Highly motivated to deliver quality effective services.
- Efficient time management and work management.
- Good telephone manners.
- A formal accounting qualification
- Ability to learn new technologies
- Handle large amount of data