

TITY KURIAKOSE

Mobile: 0545280552

E-Mail: titygeo@gmail.com



CAREER OBJECTIVE

I'm an organised and motivated person who can manage time and work under pressure in a variety of situations, looking for a position in a company where I can contribute my expertise and to a successful career.

PROFESSIONAL EXPERIENCE

Vodafone Idea Pvt.Limited Kerala

Period: September 2016 -December 2021

Job role: *Customer care and Sales Executive*

Achievements: Best customer care Executive award

Duties and Responsibilities: Worked as a customer care executive for Vodafone, Idea Limited. I was a part of an energetic team which performs number of duties, including answering phones responding to customer questions and assisting with customer issues.

Neon Electronics Pvt. Ltd Melukavumattom, Kerala

Period: September 2009-August 2016

Job role: *Cashier and Accountant*

Duties and Responsibilities: As retail outlet checking with customer, collecting cash based on invoice and handover to accounts department with supporting documents.

- Handing duties and filling vouching of bills, preparing of accounts and financials.
- Verify bank statements and periodic bank statement reconciliation.
- Preparing and filling of income tax returns, TDS returns, GST returns
- Prepare accurate financial reports and various management presentations.

PERSONAL PROFILE

Name	TITY KURIAKOSE
Date of Birth	09/10/1979
Languages known	English, Malayalam
Address	DUBAI, ABU HAIL

SKILLS

- MS Office
- FoxPro
- Visual Basic
- Team Work
- Planning and Organizing

LANGUAGE

- English
- Malayalam

DECLARATION

I hereby declare that the above-mentioned particulars are true to the best of my knowledge and belief.

Place: Abu Hail
Date:

Tity Kuriakose