

CURRICULUM VITAE

ATHISAY HEMAND P

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CAREER OBJECTIVE

To work with an organizations which can provide me constant learning, leading to intellectual growth enhance my creative skills and to achieve top cadre by setting bench marks both at organizational and personal front and making positive contributions towards the organization.

ACADEMIC PROFILE

- SSLC(Government Of Kerala)
- PLUS TWO (Government of Kerala)
- DEGREE (University of Calicut)
- Diploma in Indian and foreign accounting by G-Tech

COMPUTER SKILLS

- Microsoft office suite
- Tally

PROFESSIONAL EXPERIENCE

- **IDEAL aluminum and fiber door, Tanur**
(from 2018 to 2021)
- Accountant
- Accounts and sales
- Good customer relationship
- Recording purchase entry, sales entry, daily expenses, purchase and sales return
- Stock maintenance and stock report on the basis of daily
- purchase and sales
- Invoicing tax bills
- Bank reconciliation
- Billing

BEHAVIOURAL CHARACTERISTICS

- Sincere in Attitude
- Interpersonally skilled
- Responsible
- Commit to qualify and results
- Presentation and leadership skill
- Excellent problem solving skills

PASSPORT DETAILS

Passport No	:	S8939853
Date of Issue	:	04/01/2019
Place of Issue	:	Kozhikode
Date of Expiry	:	03/01/2029

STRENGTHS

- A Self motivated individual with probleming solving skill
- Deligent, hardworking and committed to any assignment
- Entrusted or undertaken
- Coordination and management skill
- Good interpersonal skills
- A positive self starter
- Strong determination

PERSONAL DETAILS

Date of Birth	:	31/07/1998
Sex	:	Male
Languages Known	:	Malayalam, English
Nationality	:	Indian
Religion	:	Hindu
Marital Status	:	Single

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge and belief. I kindly request you to give me an opportunity in your company/institution. I assure you that I will execute my duties sincerely to the entire satisfaction of my superiors. Kindly do the needful.

Date:

Place: Tanur

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