



CONTACT

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Dob: 26/05/1994
Nationality: Indian

**Address : NEAR ASTER MEDICAL
SHARAF DG METRO STATION,
BUR DUBAI,DUBAI**

COMPUTER

**MS Office, Tally, Peachtree,
Tradeasy, Quick Book**

LANGUAGES :

English, Hindi, Malayalam, Tamil

PROFILE

Assistant accountant cum Head cashier with 3 Years of experience in corporate environment, worked in Accounts Payable, Receivable and managing financial statement of the company

EXPERIENCE

1. ASSISTANT ACCOUNTANT CUM HEAD CASHIER **The Signature Inn (Bangalore,Karnataka India)**

- Manage Cash inflow and Outflow
- Preparing Invoices to the customers and Suppliers
- To maintain company expenses and revenue
- Making purchase order
- Preparation of reports (Daily and Monthly reports)
- Manage inventory

2. STOREKEEPER CUM SALES **Arabian Wedding Center (Kasargod kerala)**

- Cash handling
- Reporting on period basis
- Stock handling and reporting
- Product knowledge
- Verbal communication

EDUCATION

•Bachelor Of Commerce / 2012-2015
University of Kannur

•Higher Secondary Education
Board of HSE Kerala / 2010 – 2012

•Indian and Foreign Accounting / 2016-2017
Sree Shankaracharya Institute

•Business logistics (Material management, warehousing)/ 2017
Sree Shankaracharya Institute

