



HRISHIK JASIL K

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A: Alquoz industrial area 2
Al khail gate Building No. 4
Room No. 302, Dubai, UAE

PERSONAL DETAILS

Date of Birth : 16/04/1997

Marital Status : Single

Nationality : Indian

Gender : Male

Religion : Hindu

LANGUAGES

English



Hindi



Malayalam



ABOUT ME

I have a deep knowledge in sales and accounting procedures. Able to work as a team and to fulfill the requirements needed by the company. I am honest and trustworthy personality and flexible in my working hours.

PROFILE

Seeking a career responsible and challenging position in your esteemed organisation, which would enable me to execute my abilities and enhance the productivity of your organisation.

EXPERIENCE

Jr. Accountant | Navakam Agency (1.5 year)

- Managed cash and cheque transactions.
- Customer payment analysis, tracking and updating daily cash deposits and report.
- Handled with customer's complaints and their enquiries via phone calls and emails.
- Maintained general office files and other files related to the companies
- Maintained and delivered invoices to customers promptly.
- Handled petty cash and other day to day transactions.
- Submitted sales report on a monthly basis.
- Submitted the report on purchase and stock details.
- Monthly submitted GST reports.

Sales Executive | Milker's premium dairy (6 month)

- Maintained good relation with distributors and customers.
- Provided targets for distributors as per company advice.
- Planned certain offers for the products in specific areas according to the sales.
- Mediator in cash payments between distributors and company.
- Handled the customer's complaints and enquiry.

ACADEMIC QUALIFICATION

Bachelor of Commerce | Calicut University

Jul 2016 - Apr 2019

Percentage Obtained :- 58%

High School | Kerala State Board of Examination

Jun 2014 - Mar 2016

Percentage Obtained :- 83%

SSLC | Kerala State Board of Examination

June 2013 - March 2014

Percentage obtained - 72%

Operator (MS office) | Squadra Academy

2012

Percentage obtained - 90%

TECHNICAL SKILLS

MS Office - Document preparation in MS Word and advanced excel skills including statistical analysis and data base management.

SKILLS

- Time management
- Reliable and professional
- Fast learner
- Creative spirit
- Good communication skills
- Team player

PROJECTS UNDER INTERNSHIP

"A Study on Employees work statisfication in KKR group of companies, Kalady"

DECLARATION

I hereby declare that the above furnished details are true to the best of my knowledge.

HRISHIK JASIL K