



MIDHUN THACHOTH

Phone (M): +971527294840, Email: midhuntsaj@gmail.com

CARRER OBJECTIVE

Seeking a challenging position, to utilize my knowledge and training with an organization that has the potential for growth and expansion and has high standard of performance.

PROFFESIONAL EXPERIENCE

- **Maruti Suzuki Popular Vehicles and Service ltd**
Sales and Marketing
SEP 1 2020 - Feb 1 2022
- **NN Associates**
Account Assistant
Business Accounting & Taxation
May 1 2017 - DEC 30 2019

RESPONSIBILITY HANDLED

- Promoting the company's existing brands and introducing new products to the market.
- Implementing new sales plans and advertising.
- Maintaining relationships with important clients by making regular visits, understanding their needs, and anticipating new marketing opportunities.
- Engages in superior customer service by making information readily available.
- Persists in sales even in the face of failure.
- Demonstrates products and services as deemed necessary by clients and management.

- Answers questions from clients.
- Makes product knowledge readily available to self and other sales people through various resources.
- Maintain cash in hand, petty cash, postdated cheques, multiple bank accounts & Bank Facilities.
- Manage payroll, Leave Salary and keep record of advances given to staff & its recovery.
- Update the record on the Fixed Asset Register & Maintain depreciation.
- Liaison with all levels of management, departments, internal and external auditors, banks, regulatory agencies, suppliers and customers.
- Secure financial information by completing database backups and protects organization's value by keeping information confidential.
- Contribute to a strong relationship with property mid-management and staff.
- Maintaining all accounting voucher entries and bank reconciliation in Tally ERP 9.
- Recording and maintaining the entire daily accounting transactions.
- Preparation of invoices.
- Ensure transactions are properly recorded and entered in to the computerized accounting system.

ACADEMIC QUALIFICATION

- M.Com (2017-2019), completed, PG Centre, Thrissur, Kerala.
- B.Com (2013-2016), Don Bosco College, University Of Calicut, Kerala.
- Higher Secondary School (2013), Bharathiya Vidya Bhavan, Thrissur.
- SSLC (2011), Bharathiya Vidya Bhavan, Thrissur

PROFESSIONAL CERTIFICATION

- CMA Oral Coaching Completion Certificate.
- Professional Diploma in Computerised Financial Accounting (Kerala State Rutronix Certification).
- International Financial Accounting (IIA, Kerala, India).
- System Application and Product (SAP) in Data Processing.

TECHNICAL SKILLS

- MS Office
- Accounting packages – Tally ERP 9, peach Tree, SAP

- Certificate of **Yoga Instructor** (QP NO: BWS/Q2201) conforming to National Skills Qualification Framework Level -4.

ACADEMIC PROJECT

- A Study on “**JOB SATISFACTION**” of Employees with Special Reference to the **KSFE** (Kerala State Financial Enterprises Limited, Thrissur)
- A Study on “**CUSTOMER SATISFACTION**” of Employees with Special Reference to the **KSFE** (Kerala State Financial Enterprises Limited, Thrissur)

SELF ASSESSEMENT

- Ability to work well, both as an individual and in team environment.
- Good team player with effective organizational and good communication skills.
- Strong desire to learn and work on new projects.

PERSONAL PROFILE

Date of Birth : October 8, 1994
Nationality : Indian
Home Town : Kerala, South India
Languages : Malayalam, English, Tamil, Hindi
Marital : Single
Visit Type : Visit visa
Present location : Dubai
Joining : Immediately

DECLARATION:

I hereby declare that all statements made here in are true to the best of my knowledge and belief.

Date: