**MIPIN**

**Email:** [**MIPIN.328240@2freemail.com**](mailto:MIPIN.328240@2freemail.com)

**Summary**

**CAREER OBJECTIVE**

A career, which offers me constant challenges, an opportunity to work with highly skilled people, provides excellent skill advancement opportunities, experiment with my creativity and value addition in a growing concern.

**Experience**

**CAREER OBJECTIVE**

**LK FUELS IOCL Outlet Kollam (June 2015 to October 2016)**

**ACCOUNTS EXECUTIVE**

* Bank reconciliation, preparing cash book, bank transaction statement.
* Reconciliation of debtors and creditors a/c with accounting statement
* Cross checking 0f expense bill with company rules and registration.
* Collecting information from new and existing customers.
* Data Entry works and updating stocks and ordering new items.
* Reminder calls to customers about the loyalty cards
* Handled the tasks of drafting documents as requested by the Manager
* Prepared daily, weekly and monthly sales reports

**Qualifications**

**CAREER OBJECTIVE**

* **MBA** **(Finance & HR)** - TKM Centre for Higher Education Kollam, (Mahatma Gandhi University Kottayam).
* **B.Com (Computer Application)** – College of Applied Science Kundara Kollam, (Kerala University).
* 12th – Infant Jesus Anglo Indian School Tangasseri Kollam , (Delhi Board)
* 10th  - Infant Jesus Anglo Indian School Tangasseri Kollam , (Delhi Board)

**Technical Skills**

**CAREER OBJECTIVE**

* Operating System: Windows XP, Windows 7
* Programming Languages: Tally
* Office Tools: MS Word, Excel, Power point

**Skills**

**CAREER OBJECTIVE**

* Leadership Quality.
* Organizing events, coordinating with guest relations.
* Mature, hardworking, self motivated with ability to work under pressure.
* Providing technical support to clients and the project team.
* Identify business opportunities and work with customers to understand requirements.
* Goal oriented, hard working, ready to accept challenges, punctual & efficient team player.

**Strength**

**CAREER OBJECTIVE**

* Excellent verbal and written communication skills.
* Quick Learner.
* Target Oriented.
* Positive Attitude.
* Dedicated and self motivated.

**Personal Details**

**CAREER OBJECTIVE**

Name : Mipin

Nationality : Indian

Date of birth : 19-07-1993

Sex : Male

Marital Status : Single

**Declaration**

**CAREER OBJECTIVE**

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

**Place: SHARJAH**

**Date:**