**CURRICULAM VITAE**

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| --- |
| Description: Description: New_logo |
| Contact HR Consultant for CV No: 340483 |
| E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com) |
| Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> |

**OBJECTIVE**

To work in a professional and challenging environment and to achieve the goals of the organization resulting in its growth.

**QUALIFICATION**

* Degree in commerce from kerala university 2004
* Diploma in commerce from board of higher secondary kerala 2000
* SSLC from board of public examination kerala 1998
* Computer ms office

**WORK EXPERIENCE**

***BLUEMART SUPERMARKET LLC, DUBAI.***

ACCOUNTANT (from june2014 – Till date)

***GEOJIT BNP PARIBAS FSL, KERALA, INDIA***

COMPUTER OPERATOR & JUNIOR ACCOUNTANT (from october2007-may2014

**KEY SKILLS**

* Handling all the clerical as well executive tasks of the company
* Preparing day to day transactions, sales report, debit notes
* Price setting for items
* Cheque entry
* Emailing H.O about cash positions
* Supervising staffs in case the managers are busy

**CAREER SNAPSHOT**

* Positive attitude
* Willing to learn new functions and responsibilities
* People management skills
* Knowledge of computer operation
* Self-motivated with the ability to coordinate daily office functions
* Multi-tasking with good concentration
* Highly developed interpersonal skills

**PERSONAL DETAIL**

AGE&DATE OF BIRTH : 34, 2-4-1983

NATIONALITY : INDIAN

SEX : MALE

MARITAL STATUS : MARRIED

LANGUAGES : ENGLISH, HINDI,MALAYALAM,TAMIL

RELIGION : CHRISTIAN

**DECLARATION**

I hereby declare that all the above given information’s are true and correct to the best of my knowledge and believe.