

Amal

Amal.341148@2freemail.com

experienced Bachelor of Business administration

Friendly, customer service and Accounting professional **offering 2 years’ firsthand** experience in hospitality industry Highly skilled in guest interaction and Proven record of enhancing customer satisfaction and overall patrons’ ratio by demonstration of high quality hospitality etiquette.

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| Objective | To contribute strong background in an organization that has good corporate image and will help me to grow in stature and make me feel self worthy along with unique drive for excellence and success with a reputed organization in an Industrial. And build up a good career in an esteemed concern like yours where I can expose my talents and skills to uplift the management as an individual. |
| Education | **Bachelor degree in Business Administration**, Mahatma Gandhi University Kerala, India**Professional diploma in computerized financial accounting(PDCFA)**   |
| professional qualificationComputer Skills | Applied courtesy and problem solving skills to Accounts and ensure customer satisfaction which resulted in many commendations for superior performance of two year period* Tally 9.1
* MS Office
* Peachtree
* Photo shop.
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| workExperience | * Worked as **Account Assistant** at Hotel Wilton,Sulthan Bathery,Wayanad-Kerala from Feb 2016 to Sep 2016.
	+ Handling Accounts & Administration and directly reporting to finance Manager
	+ Maintaining the inventory controls that involves accounting of receipts and issue of inventory items and reconcile the inventory on monthly basics
	+ Handling Banking activities such as funds movement,international fund transfer,inward clearances reconciling multiple Bank Accounts and other core activities
	+ Verifying and Accounting the purchase of non-inventory expenses based on the purchase policy procedure
	+ Preparing the sales invoice based on verifying the delivery notes and sales orders and follow up for receivable upon due date
* Worked as a **Sales Executive** at Yes Bharath Silks & Sarees – Sulthan Bathery,Wayanad-Kerala from Aug 2014 to Jan 2016.
	+ Leadership and communication skill
	+ Proven talent for customer service
	+ Especially skilled up at selling,and suggestive selling
	+ Expertise in handling POS and inventory management
	+ Excellent team player
	+ Familiar with cash handling and credit card payment procedure
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| Languages |  **English : Advanced**  **Malayalam : Native Language** **Hindi : Limited proficiency**  **Tamil : Limited proficiency** |  |
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| Personal details  |  **Nationality : Indian** **Gender : Male** **DOB : 11/01/1994** **Religion : Hindu** |
| Visa Status |  Visit – Exp on 15th April 2017. |

 **DECLARATION:**

 **I hereby declare that the information furnished above is true to the best of my knowledge.**

 **Thank you for this initial consideration.**

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