

## CURRICULUM VITAE



### CONTACT INFORMATION:

**JAYAKRISHNAN**

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### Administration

"Hardworking, self-motivated individual who enjoys taking up the challenges of demanding work environment. A self thinker and a keen learner capable of prioritizing workloads and contributing towards the efficiency of the organization. Possess good administration, communication, time-management, interpersonal and presentation skills with a keen focus on contributing to the profession in a team environment and achieving results by taking initiative and maintaining positive drive towards work goals."

### Academic Qualification:

- UG (B.com)
- Plus Two
- SSLC

### Professional Qualification:

- DPA (Diploma in Professional Accounting)
- Tally
- Microsoft Office (Word, Power point, Excel), Keen user of Internet.

### PERSONAL DETAILS:

DATE OF BIRTH: 17/10/1989  
FATHER: PRABHAKARAN  
SEX: MALE  
NATIONALITY: INDIAN  
MARITAL STATUS: SINGLE  
RELIGION: HINDU

HEIGHT: 164.2  
WEIGHT: 65

### LANGUAGES KNOWN:

ENGLISH  
HINDI  
MALAYALAM  
TAMIL  
ARABIC

### Work Experience:

- Worked as a Maruti Suzuki Dealer in the Accounts & the Admin Section of Am Motors Kozhikode for 9 Months.
  - Performed accounts payable and receivable functions.
  - Maintained daily accounts of sailing vehicles, booked vehicles, stock details of demo accessories and settlement amount during delivery using Tally and DMS (Dealers Management System).
  - Managed incoming earnings and outgoing payments.
  - Prepared company accounts and tax return for audit.

### PASSPORT DETAIL:

#### **PASSPORT ISSUE:**

23-10-2013 PLACE OF ISSUE:

KOZHIKODE PASSPORT

EXPIRY: 22-10-2023

### STRENGTHS:

- Optimistic, Team- Spirited, and result oriented.
- Can work under pressure and yet produce result.
- Quick at learning new concepts and technologies and putting them to use
- High zone of tolerance and hardworking
- Well versed with internet research method.

### HOBBIES:

- Studying New OS & Software's.
- Travelling
- Playing Cricket.

- Monitored and recorded company expenses.
- Managed and recorded the salary amounts and incentives of branch employees.

➤ Worked as a Maruti Suzuki Dealer in the Accounts & the Admin Section of Maruti Popular Kozhikode.

- Managed accounts payable and accounts receivable regularly and monitored company expenses.
- Maintained daily accounts of sailed vehicles, booked vehicles and settlement amount during delivery.
- Managed incoming earnings and outgoing payments using Tally and DMS.
- Prepared company accounts and tax return for audit.

➤ Worked as an Accounts Admin in the Purchase Department of Golden Delta Auto-Truck Parts at Salalah for 2 years.

- Managed the accounts of purchased and sailed Truck Parts and Stock details of Truck Parts using Tally and Focus software.
- Monthly, almost 300-400 purchase bills were recorded and maintained the account correctly.
- Managed and recorded the salary amounts of branch employees.
- Ensure compliance with accounting deadlines.
- Annual reconciliation of all accounts.
- Administered online and offline banking functions.

### **Career Objective:**

To get a challenging job in your company in the accounts department where I can get full job satisfaction. I would like to utilize my skills and aptitude towards the development of the company and also to enhance my skills.

### **Declaration:**

I hereby declare that the above given information are true to the best of my knowledge. I will do my level best to increase the development of the organization and also my career growth.

Many thanks

**JAYAKRISHNAN.**