KARTHICK

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**Objective:**

To pursue a challenging and growth oriented career is an organizational that offers opportunities to learn & grow by delivering the results.

**Key qualification:**

* I have one year experience as a Junior Accountant with the better knowledge of accounting tools, procedures and transactions.
* I have two years experience as an Admin Assistant. Seeking to work in a challenging environment and grow with the company to achieve its goals and additional knowledge.

**Work experience:**

* Worked as an Admin Assistant (Logistics) with Injaz Marketing Management (UNB), Sharjah, UAE for the period of from December 2015 to 6th Feb’2018.

**Responsibilities:**

* Provide general administrative and clerical support including mailing, scanning, faxing and copying to management.
* Assist in resolving any administrative problems.
* Coordinate and maintain records for staff office space, phones and office keys.
* Maintain office supplies for department.
* Perform data entry and scan documents.

**Work experience:**

* Worked as a junior accountant with Mani Marketing, Tamilnadu, India for the period of June 2014 to August 2015.

**Responsibilities:**

* Posting and processing journal entries to ensure all business transactions are recorded.
* Updating accounts receivable and issue invoices
* Updating accounts payable and perform reconciliations.
* Avoiding outstanding expenses and managing petty cash.
* Finalize the day’s balance and prepare and print management reports.

**Qualifications:**

Bachelor of commerce in accountancy from Thiruvalluvar University- 2014.

H.S.C from S.K.V.Hr.Sec.School- 2011.

S.S.L.C from S.K.V.Hr.Sec.School- 2009.

**Computer skills:**

Well versed in MS- Word, MS- Excel, MS- power point.

Certification in Tally ERP9.

**Strengths:**

* Hard Working, Punctual, Sincere and Good team player.
* Adaptable according to situation and Self motivator.
* Eager and fast learner.
* Good interpersonal skills.
* Well versed in Tally ERP9

**Personal details:**

Date of birth: 25/05/1994

Marital status: Single

Nationality: Indian

**Knowledge of language:**

English, Tamil.

**Declaration:**

I hereby declare that the information given above is true. And correct to the best of my knowledge. Reference available upon request.

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