**HARIKRISHNAN**

**Deira, Dubai, UAE**

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**OBJECTIVE**

Aspiring to work in an organization with committed & dedicated people which offers me scope to grow both as an individual and as a professional and play a constructive role in the growth of the organization, simultaneously contributing sincerely to business goals of the organization.

**WORK EXPERIENCE**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Designation** | **Organization** |  |  |  | **Experience** |  |
|  |  |  |  |  |  |  |  |  |
|  | Accountant | Surabhi | Industrial | Pvt | Ltd, | July 2017 – Jan 2018 |  |
|  | Kasaragod |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Sales Officer | HDFC Bank, Kanhangad |  |  | June 2016 - Jan 2017 |  |
|  |  |  |  |  |  |  |  |
|  | Sales Executive | Signature | Honda | Automobiles, | Oct 2015 – June 2016 |  |
|  | Kasaragod |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Surabhi Industrial Pvt Ltd, Kasaragod, Kerala, India** |  |  |  |

**Duties and Responsibilities:**

* Maintain day to day books of Accounts in Tally,
* Preparing financial documents such as invoices, bills, and accounts payable and receivable
* Maintain Journal Entry Sale, Purchase & Expenditure Invoice,Posting daily receipts,
* Managing Company Ledger,
* Assisting the finance department and senior accounting staff members with various tasks, including preparing budgets, records, and statements
* Sorting financial documents and posting them to the proper accounts

**HDFC Bank, Kanhangad, Kerala, India**

**Duties and Responsibilities**

* Conducting meeting for different types of groups for giving information about our Banking product
* Sells products by establishing contact and developing relationships with prospects; recommending solutions.
* Maintains relationships with clients by providing support, information, and guidance.
* Prepares reports by collecting, analyzing, and summarizing information.
* Maintains quality service by establishing and enforcing organization standards.
* Contributes to team effort by accomplishing related results as needed.
* Make monthly report and submit to Manager.

**Signature Honda Kasaragod, Kerala**

**Duties and Responsibilities**

* Understands automobiles by studying characteristics, capabilities, and features; comparing and contrasting competitive models; inspecting automobiles.
* Develops buyers by maintaining rapport with previous customers; suggesting trade-ins; meeting prospects at community activities; greeting drop-ins; responding to inquiries; recommending sales campaigns and promotions.
* Qualifies buyers by understanding buyer's requirements and interests; matching requirements and interests to various models; building rapport.
* Demonstrates automobiles by explaining characteristics, capabilities, and features; taking drives; explaining warranties and services.
* Provides sales management information by completing reports.
* Make monthly report and submit to Manager.

**ACADEMIC DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cource** | **College** | **University** | **Year** | **Percentage** |  |
|  |  |  |  |  |  |
| MBA Marketing | People Institute of | University of Kannur | 2013 - | 69 |  |
| and HR | management studies | Kerala, India | 2015 |  |  |
|  |  |  |  |  |  |
|  |  |  |  | 50 |  |
| BBM | Peoples co-operative | Kannur University, | 2011-2013 |  |  |
| kerala , India |  |  |
|  | Arts and science college |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |
|  | Government higher | Higher Secondary |  |  |  |
| Plus Two | secondary school | Examination board , | 2009-2011 | 55 |  |
| kundamkuzhy | kerala, India |  |
|  |  |  |  |
|  |  |  |  |  |  |
|  | Government higher | Boardof |  |  |  |
| SSLC | secondary school | 2008-2009 | 75 |  |
| examination kerala |  |
| kundamkuzhy |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |

**SOFTWARE SKILLS&CERTIFICATIONS**

* Tally ERP9
* Quick book
* Tradeasy
* Peachtree
* MS Excell/MS Word/ Internet

**STRENGHT**

Leadership skill, Positive Thinker, Team Player.

**EXTRA-CURRICULAR ACTIVITIES**

* Attended “Key to Corporate World” a corporate interaction program organized at

Sree Narayana Gurukulam College, Ernakulam

* Organized and participated in National level Workshop on “Evoking sustainability values & practices for organizational excellence” at People Institute of Management

Studies.

* Attended three day residential RMBD training program at people institute of management studies on 6th-8th January 2015.
* Attended “Personality Development Training” conducted by SMART Training Resources India Pvt Ltd, at People Institute of Management Studies.
* Attended training on “Export Procedures” at The North Malabar Chamber of

Commerce, Kasargod Unit.

* Participated in Leadership Skill Development Training camp at People Institute of Management Studies.

**PERSONAL DETAILS**

Date of Birth

Nationality

Gender

Marital Status

Languages known

**Visa Status**

: 27th april 1993

: Indian

: Male

: Single

: English, Hindi, Malayalam

**: Visiting Visa UAE (Expire on 1-06-2018)**

**DECLARATION**

I do here by declare that the particulars of information and facts stated here in above are true and complete to the best of my knowledge and belief.

**HARIKRISHNAN**