**

**BENNET**

****Email:**** bennet.387725@2freemail.com

PROFESSIONAL SUMMARY

Hardworking and sincere individual with a pleasant personality. Dedicated to enhance department operations with an analytical and disciplined approach. Able to work with minimal direction to solve problems, resolve conflicts and respond to customer inquiries. I have 1 year experience as Officer/Admin position.

SKILLS

* Preparation of Financial Statements
* Interpersonal and written communication
* Data entry
* Hard working
* Adaptable and Flexible
* Quick learner
* Helping Mentality
* Team player
* MS office-Word, Excel, Power Point
* Tally ERP 9.0

WORK HISTORY

* **OFFICER [05/06/2017 - 22/09/2018]**

**Rachana Flex and Digital Designs – Ranni-Kerala, India**

* + - * Daily reconciliation of cash and Account Statement.
			* Analysis and Preparation of Financial Statements.
			* Maintained friendly and professional customer interactions.
			* Maintained daily cash transactions.

EDUCATION

2017 **Master of Business Administration: Finance**

**Post Graduate Programme in Management (PGPM)**

 Amity Global Business School **–** Cochin- Kerala, India

2015 **Bachelor’s Degree: Commerce with Computer Applications**

Girideepam Institute of Advanced Learning – Kottayam-Kerala, India

PROJECTS AND ACHIEVEMENTS

* Project on Consumer Preference In Big Bazaar
* Project on Consumer Behaviour Towards Smart Phones Among Youngsters
* Volunteer in IDBI Spice Coast Marathon in 2016
* Participated in All India Management Fest Luminance in 2014
* Participated in International Assessments for Indian Schools conducted by University of New South Wales Australia in 2011

PERSONAL DETAILS

* Date of birth : 03/10/1994
* Gender : Male
* Nationality : Indian
* Languages known: English, Hindi, Malayalam
* Marital Status : Single