

Summary

Forward-thinking Accountant/Customer Relations Executive with 7+ years of experience. Offering extensive knowledge of book and color correction. Successful at marketing techniques. Knowledgeable about digital media platforms and deadline-oriented editing. Through these qualities, I have confidence in my ability to facilitate positive change and collective effort.

EDUCATION

B Com, Kerala University, Trivandrum : April 2014-April 2017
Plus two, Kerala University :2011-2013 state
SSLC, Kerala University Passing year: 2010

EMPLOYMENT HISTORY

Popular Vehicles & Services LTD

Assistant Accountant, OCT 2020 to JAN 2022

Preparation of cash book and other accounting vouchers

Collection of cash and online payment details

Checking mails and giving appropriate reports to seniors Making accounting transactions

Preparing monthly reports

Ahalia Money Exchange & Financial Service Pvt.Ltd

Customer Relation Executive, JUL 2017 to AUG 2020.

Maintained the daily transactions data in the Tally and MS excel sheets. And also maintained the Sales Day Book, Purchase Day Book, Bank Book, Cash Receipts Book, Cash Payments Book, Petty Cash Book, Journal, Balance Sheet Etc....

Prepared daily /weekly reports as per their standard formats.

the daily query /complaint mails by customers and clarified their doubts.

AEGIS Ltd Technopark

BPO, NOV 2016 to MAY 2017

ADARSH A



Contact

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nandhuspm5@gmail.com

ADDITIONAL INFORMATION

Name: Adarsh A

Father: Anil Kumar

Date of Birth: 06/12/1994

Gender: Male

Marital status: Single

Passport no: S4159273

Address: AthiraNivas, Sivapuram, Parakunnu,
Navaikulam, Trivandrum, Kerala

HOBBIES

- Playing Kabaddi and Cricket
- Hearing different types of music
- Watching movies
- Reading book

OTHER QUALIFICATIONS

- Certificate course Computerized Accounting In Tally
- Proficiency in MS Word, MS Excel, and MS Outlook
- Knowledge of operating standard office equipment

DECLARATION

I hereby declare that the information mentioned above is true and correct to the best of my knowledge and belief.

ADARSH.A