



## PROFILE

Jyothish Kurunnán  
Palappuzha, Kakkayangad  
India, Mattanur Kerala  
Passport No : S7880839  
Expiry Date : 29-11-2028

## CONTACT

PHONE:+971-503908602  
WhatsApp:+971-503908602  
Email:  
jyothishjanardhanan25@gmail.  
com

## PERSONAL DETAILS

Name :Jyothis Kurunnán  
Date of birth :21-03-1997  
Place Birth :India, Kerala  
Nationality :India  
Gender : Male  
Religion :Hindu

## LANGUAGES

Hindi, English, Malayalam,  
Tamil

## VISA STATUS:

Visit visa Holder

# JYOTHISH KURUNNAN

## OBJECTIVE

Seek a responsible position where I can utilize my creative skill, knowledge and potential to the maximum while contributing to the benefit of my employer

Applying For:  
Accountant

## EDUCATION

- ❖ S S L C (10<sup>th</sup>) (KERALA BOARD-2013)
- ❖ PLUS TWO (12<sup>TH</sup>) (COMPUTER COMMERCE -2015)
- ❖ BA - HINDI COMPLETED (Kannur University 2015-2018)

## WORK EXPERIENCE

- ❖ 5 Years Work Experience an Junior Accountant / Cash Supervisor in CHENDAYADGRANITESPVT.LTD (Geosand&Geomix) India Kerala (10-05-2019-23-07-2023)

## DUTIES AND RESPONCIBILITIES

- ❖ Maintaining Accounts Payable and Receivable
- ❖ Dealing with Clients, Prepare and Submit Reports
- ❖ Handling Cash, Card and Online Payments
- ❖ Handling General Office administrator duties including communication with staff and customers
- ❖ Assist with processing of payroll, Dealing with clients
- ❖ Pretty Cash Management, Prepare Quotations

## SKILLS

- ❖ Project Management,
- ❖ Team Work, leadership
- ❖ Public Relations Time Management
- ❖ Effective communication,
- ❖ Critical Situation Handling and Dealing nicely

## DECLARATION

Hereby declare that the information furnished above is true to the best of my knowledge. If given an opportunity, I promise to serve your esteemed organization the best of my ability as to make the best and also to bring laurels to the organization.

JYOTHISH KURUNNAN