

Chaithanya. J

Accounts Assistant & Customer
Relation Executive

I am a highly driven recent business school graduate seeking a full-time position in finance where I can lend my knowledge of market analytics to help your organization improve profitability.



chaithanya713@gmail.com

+971 55 277 5145

Dubai, U.A.E

WORK EXPERIENCE

Customer Relation Executive

Kanchana Honda

05/2019 - 04/2024

Roles and Responsibilities

- Supporting the manager to run workplace according to standard & legislation
- Worked as a Team Leader and ensure all system records are up to date and accurate.
- Manage incoming calls from customers and Carers ensuring service is delivered within the required time-frames.
- Follow up service calls with customer.
- Managing & Supporting workers

Account Assistant

Shree Garodi Steels (05/2018 - 06/2019)

Roles and Responsibilities

- Processing invoicing, transactions, issuing checks and updating ledger & stocks.
- Liaising with third party providers, clients and suppliers.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions.
- Maintain and balance daily collection and petty cash fund on daily basis
- Assisting with Audits, fact checks and resolving discrepancies.

EDUCATION

B.Com (Mangalore University)

Yenepoya College, Mangalore

2015 - 2018

GPA: 67.90

Pre-University

Thumbe Pre University College, Mangalore

2013 - 2015

GPA: 83.50

SSLC

Thumbe High School, Mangalore

2011 - 2013

GPA: 61.60

SKILLS

Effective Leadership

Flexible Team Player

Department Management

Computer Skills

Customer Retention Strategies

Customer Complaint Handling

Training and Development

CERTIFICATION

Certificate of Advanced Microsoft Excel 2019.

Certificate of Tally ERP 9.

ACHIEVEMENTS

Received employee of the month.

Best team player award.

LANGUAGES

English

Full Professional Proficiency

Kannada

Full Professional Proficiency

Hindi

Full Professional Proficiency

Malayalam

Full Professional Proficiency

INTERESTS

Accounts and Finance

PERSONAL DETAILS

Father Name : Padmanabha. J

Date of Birth : 02/03/1998

Nationality: Indian

Passport No: W6040635

Marital Status: Married

Visa Status : Husband Visa