



JITHU BABU

Account Assistant

To enhance my educational and professional skills in a stable and dynamic work place. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Contact



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Al Karama, Dubai

Education

● B.Com

MG University

2015-2018

Kottayam

● S.S.L.C.

SBHSS

2014-2015

Kottayam

Skills

Communication skills



Ability to handle the pressure



IP in Aviation & Hospitality



Leadership SKILLS



Ms Office



Tally ERP 9



computer Knowledge



Data Entry



Documentation



Experience

● Account Assistant

Mayoora Habitats

April 2023- April 2024

- Communicated with suppliers to reconcile invoice payments.
- Used spreadsheets to track data and produce charts.

● cashier cum account assistant

Kaitharam Coir Stores

Dec 2018-March 2023

- Communicated with suppliers to reconcile invoice payments.
- Used spreadsheets to track data and produce charts.

● Front Office Assistant

Olive DOWtown, Kochi

Aug 2018-Oct 2018

- Greeting and welcoming visitors and answering their queries and grievances
- Organizing and maintaining files, records, documents, and spreadsheets

Language

Malayalam



English



Hindi



Reference

Reference can be provided as per the request.