

CONTACT

YASWANTH EJ

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OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EXPERIENCE

05/03/2022 -
28/01/2025

- **ASSISTANT ACCOUNTANT**
KALPAKA TEXTILES KATTOOR
Managing cash transactions.
Entering Financial transactions into the software.
Reconcile bank statements, credit card statements and other financial records.
Process and pay invoices and follow up on outstanding balances.
Assist in preparing Financial Statements.

14/10/2020 -
02/03/2022

- **CASHIER**
KALPAKA TEXTILES
Collecting payments in cash, card or credit.
Making the payments to creditors in way such as cash, cheque, NEFT or Net banking.
Maintain a petty cash book to record the day to day petty expenses of the shop.
Attend customer phone calls, solve customers complaints, guide them and provide relevant information to them.
Handle customer returns and exchanges.

13/09/2019 -
22/08/2020

- **ASSOCIATE**
ZAPARE TECHNOLOGIES, KORATTY
Responsible for accurately entering, updating and maintaining data in company databases and systems.
Ensure data integrity, manage confidential information, and support administrative tasks.
Proficient in data management software with strong attention to detail and organisational skills.

EDUCATION

2019

- **Tharananellur Arts and Science College Irinjalakuda (Calicut University)**
B.com Computer Application
65%

2016

- **Vocational Higher secondary school Karalam (V.H.S.E)**
Office Secretaryship
73%

2014

- **Vocational Higher secondary school Karalam**
SSLC
72%

ADDITIONAL EDUCATION

- Customer Relationship Management
Under PMKVY Project (Pradhan Mantri Kaushal Vikas Yojana)
3 months course - A Grade

TECHNICAL SKILLS

- Type writing (60 W.P.M)
- Advanced Excel
- Tally
- MS word

PROJECTS

- Customers perceptions and satisfaction towards E-banking with reference to Kattoor Grampanchayat

ACTIVITIES

- Completed 15 days OJT (On The Training) in Town Employment Exchange Irinjalakuda, Thrissur

STRENGTHS

- Hardworking
- Good Team Player
- Problem Solving
- Customer service skills

INTERESTS

- Cycling
- Cricket
- Listening to music
- Volunteer work

LANGUAGES

- English
- Malayalam
- Hindi

PERSONAL DETAILS

- Date of Birth : 05/05/1999
- Nationality : Indian
- Religion : Hindu
- Passport : U6868027

DECLARATION

- I hereby declare that all details furnished here are true to the best of my knowledge and belief .

YASWANTH EJ