



# ABHIJITH NK

Accountant, Coordinator,  
Office Assistant

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Rasal Khaimah, United Arab Emirates

## SUMMARY

Looking for entry - level position in a growing financial organization. Passionate about learning business concepts and possess the ability to handle work pressure and customer issues professionally

## EXPERIENCE

**Painter** 09/2023 - Present  
Electra Solutions Fz LLC  
Performed daily administrative functions such as answering calls and emails, scheduling meetings, writing multiple reports and other forms

## EDUCATION

**Accounting** 2023 - 2023  
Ganadipathy Tulsi's Jain Engineering College - GTEC - DIFA- Diploma in Indian and Foreign Accounting

**Sociology** 05/2017 - 07/2020  
University of Calicut - Bachelor of Arts

## CERTIFICATES

**FIRST AIDER** 06/2025 - Present

**PASMA** 06/2025 - Present

## SKILLS

Tally Prime	Intermediate	Sage 50	Intermediate
MS Office (Word, Excel, PowerPoint)	Intermediate	Financial Data Entry	Intermediate

## LANGUAGES

English	Fluent	Malayalam	Native
Hindi	Fluent		