

AJITH A

Phone: 8921367874, 8891420054

Email id: ajiththalakohli@gmail.com

Address: Kollapura, Allamaram, Kanjikode,

Palakkad, Kerala -678621

LinkedIn Id: <https://www.linkedin.com/in/ajith-a-61b383229>



CAREER OBJECTIVE

To obtain an entry-level position in a progressive organization that offers many opportunities to develop and utilize my skills for the growth of the business and myself.

EDUCATIONAL BACKGROUND

Education	Institution	Year	Percentage
B.COM Finance	Co-operative Arts & Science College	2016	60%
Higher Secondary	GVHSS Kanjikode	2013	71%
SSLC	GVHSS Kanjikode	2011	62%

SKILLS

- Teamwork and collaboration skill
- Problem solving and critical thinking abilities
- Advanced mathematical and statistical knowledge
- Time management and organizational skill
- System analysis skills
- Data driven and analytical abilities

COMPUTER SKILLS

- Advanced Excel
- Microsoft visual basic
- Tally Prime
- Siebel software
- Zoho Books

PROFESSIONAL HISTORY

INMAKES INFOTECH PVT.LTD, Accounts Trainee (internship) – 3months

- With advance knowledge in GST, Excel and Tally operations

KAVALAKAT ASSOCIATES, Accounting clerk March -2020 – 2023

- Improved system to organize and track invoices and financial records, increasing overall departmental Efficiencies and reducing misplaced information
- Perform routine activities ,Track ,maintain and update financial documents

TATA MOTORS, Billing executive Jan 2019 - Feb 2020

- Acting as Billing executive cum cashier
- Accurately prepared and sent cash & cheque deposits to bank

SREECHAKRA INTERNATIONAL HOTEL, Billing executive Jan 2018 – Dec 2018

- Acting as Billing executive cum cashier cum store keeper

PERSONAL INFORMATION

Date of birth : 17 Feb 1996
Gender : Male
Father's name : Adithyakumaran
Nationality : Indian
Marital Status : Unmarried
Hobbies : Reading books, listening to music & Playing Games
Languages Known : Malayalam, English, and Tamil & Hindi

DECLARATION

I hereby certify that all the above given information is true to the best of my knowledge and I bear the responsibility for its correctness.

Place:

Date:

Signature