

ATHULKRISHNA M.D

ACCOUNTS & ADMINISTRATION

PERSONAL PROFILE

DIPLOMA IN INTERNATIONAL CORPORATE ACCOUNTS & MANAGEMENT. I CONSIDER MYSELF A RESPONSIBLE AND ORDERLY PERSON. MY HOPE IS TO COACHABILITY AND WORK ETHIC AS I GROW WITH A COMPANY. I AM LOOKING FORWARD FOR MY ACTUAL WORK EXPERIENCE.



WORK EXPERIENCE

ACCOUNTS ASSISTANT

6 MONTHS EXPERIENCE IN TOTAL TAX SOLUTIONS, THRISSUR

- Reconciled Bank Accounts and General Ledger Accounts on a Monthly Basis
- Reviewed and Monitored Billing Activities to Ensure Accuracy and Timeliness
- Developed and Maintained internal Controls to ensure the Accuracy and Reliability of Financial Data.

ADMINISTRATIVE & ACCOUNTS

18 MONTHS (1.5 YEARS) EXPERIENCE IN RINFRA K4 (RINAC INDIA LTD) COMPANY, BANGALORE

- Effective Managed Accounts for 100 Clients, Ensure Satisfaction and Maintaining Customer Loyalty
- Generate Financial Reports for Customers to Ensure Accurate Records keeping and Maintaining
- Developed Customer Accounts Plan for Each Client, Ensuring the Clients Individual Needs Were Met

ACCOUNTS EXECUTIVE

18 MONTHS (1.5 YEARS) EXPERIENCE IN COLD FRONT SYSTEM COMPANY, BANGALORE

- Processed Customer Invoices in Tally Prime and Payment in a Timely Manner
- Developed & Maintained Relationship with Clients by Providing Exceptional Customer Service
- Collaborated with other designers



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DOB: 17/01/2002

KNOWLEDGE

- SAP FI & CO
- GST, TALLY
- UAE VAT
- EXCEL, WORD, PPT
- BUSY
- ADVANCE MS OFFICE
- QUICK BOOK & PEACHTREE
- COMPUTERISED ACCOUNTS & MANNUAL ACCOUNTS
- CORPORATE ACCOUNTS
- FINANCIAL ACCOUNTING

AWARDS RECEIVED

- NATIONAL LEVEL BALL BADMINTION CHAMPIONSHIP 2nd PRIZE IN 2017 (ANDHRA PRADESH)
- NATIONAL LEVEL BALL BADMINTION CHAMPIONSHIP 3rd PRIZE IN 2018 (TELANGANA)

EDUCATIONAL HISTORY

SECONDARY SCHOOL

ST. JOSEPH HSS PAVARATTY

BACHELOR OF COMMERCE

ST. ALOSIOUS COLLEGE, THRISSUR

DIPLOMA IN INTERNATIONAL CORPORATE ACCOUNTS & MANAGEMENT

SOURROUND TALLY, THRISSUR

SKILLS

- ♦ DATA ENTRY
- ♦ PROBLEM SOLVING
- ♦ TOME MANAGEMENT
- ♦ BANK DEPOSITS
- ♦ BOOK KEEPING
- ♦ MICROSOFT OFFICE
- ♦ CRITICAL THINKING
- ♦ CUSTOMER SERVICE
- ♦ ORGANIZATIONAL SKILLS
- ♦ ADMINISTRATION

LANGUAGE

- ♦ ENGLISH
- ♦ HINDI
- ♦ MALAYALAM
- ♦ KANNADA
- TAMIL