

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career

## Work experience

Since November Finance & Admin Executive

2017

Hussains Group Thiruvananthapuram, India

- 1.Acquired new business accounts within assigned territories.
- 2.Active communication with clients, providing proposals.
- 3.Additional responsibilities included preparing proposals for prospective clients, monitoring performance of campaigns, preparing and delivering sales presentations to potential clients, prioritizing client requests and company projects.
- 4.Analyze records of financial transactions to determine accuracy and completeness of entries.
- 5.Applying customer marketing materials on a store-level.
- 6.Assist Account Team in other related work.
- 7.Assist in any other task as and when required by management.
- 8.Build client relationship, manage daily client requests.
- 9.Closing of monthly accounts and reporting requirement within stipulated deadlines.
- 10.Conducted in-store tastings, staff training, sales or business reviews with accounts.
- 11.Developed budgets for specific projects.
- 12.Calculating and checking to make sure payments, amounts and records are correct.
- 13.Controlling credit and chasing debt.
- 14.Reconciling finance accounts and direct debits.
- 15.Sorting out incoming and outgoing daily post and answering any queries.
- 16.Working with spreadsheets, sales and purchase ledgers and journals.

From May 2015  
to September  
2017

**Administrative Assistant**

Arabian flames Group Coimbatore, India

- 1.Assistance in conducting a simplified accounting.
- 2.Assisting with all aspects of administrative management.
- 3.Assist in the preparation of regularly scheduled reports.
- 4.Checking daily insurance and procedure authorizations.
- 5.Checking invoices, bills and purchase orders.
- 6.Communication with customers.
- 7.Completed data entry, tracked resumes and maintained the applicant tracking system.
- 8.Coordinated new and existing patient schedules within the service area.
- 9.Created detailed expense reports and requests for capital expenditures.
- 10.Create written and photo content for the website and social media.
- 11.Detailed review of customer's order.
- 12.Develop and maintain a filing system.
- 13.Documented, restocked and maintained an International distributor's inventory needs.

Ajith A K

Accounts Administrator

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📅 Date of birth 04/05/1990

🏳️ Indian

☎ (807) 598-6937

## ★ Passport Details

Passport No : K 5680708

Date of Expiry :  
15/07/2022

## ★ Strengths

Dedication

Patience

Accuracy

Adaptable

Analyzing

Assessing employee needs

Ability to learn from  
mistakes

Administering

Controlling

Respectful

## ★ Software skills

1. Data mate financial management
2. Hot soft front office management
3. Tally & Erp sound knowledge
4. Pos version 7.1 & 10



## Assets

**Employee of the month - Dec -2016** (Arabian flames group )

**Quick learning award** (Arabian flames group )

**Selected for handling accounts of premier and budget sector hotels**  
Hussain's hospitality pvt ltd

**Promote to accounts executive to administration ( Hussain's hospitality pvt ltd )**



## Languages

English

Hindi

Tamil

Malayalam



## Interests

Google Business

Face book branding

Reading

Cricket

Foot ball

Traveling

## Education

From August 2014 to April 2015

**EXECUTIVE MASTER OF BUSINESS ADMINISTRATION**

**NIBM** Chennai, India

Financial Management

Marketing Management

Tourism Management

Hospitality Management

From July 2010 to June 2013

**BACHELOR OF COMMERCE**

**EIILM UNIVERSITY** Thiruvananthapuram, India

Accountancy

Business Statistics

From March 2007 to May 2009

**COMMERCE GROUP**

**Higher Secondary Examination** Trivandrum

Accountancy

Statistics

Business Studies/Organisation of Commerce

## Computer skills

Micro Soft Excel

Micro Soft Word

Micro Soft power point

Outlook

## Declaration

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

AJITH.A.K

**in** @ajith ajayakumar **S** @ajith ajayakumar **G+** @ajith ajayakumar