



## ADITHYAN.M

Senior Process Associate-  
Finance & Accounting

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 14/171, 25 Allada Valley  
Adigaratty, Coonoor  
The Nilgiri's-643231

## SOFTWARE SKILLS

- ✓Tally ERP.9
- ✓MS Office
- ✓DBMS
- ✓Adobe Photoshop

## CAREER OBJECTIVE

Detail-oriented IT professional with 1.8 Years of experience as a Senior Process Associate in Accounting & Finance Operations. Skilled at operating in a wide range of platforms. Excellent written and oral communication skills; capable of explaining complex Process details in easy-to-understand terms.

## EDUCATION

### **Dr.SNS Rajalakshmi College of Arts and Science**

M.Com, (Computer Application)

66%

2017

### **Nehru Memorial College**

B.Com, (Computer Application)

72%

2015

## EXPERIENCE

### **Mobius365 Data Services Pvt Ltd**

Senior Process Associate-Finance & Accounting

05/06/2017 - 02/25/2019

- Update database or records with new information as if becomes available.
- Discovering, Maintaining and Updating Business database.
- Create and Organizing spreadsheets with large numbers.
- Researching in Business contacting data, Financial data, Technical data, Biographical and Analytical etc., In the projects.
- View and verifying confidential or private customer/client information.
- Handle numerical data accurately.

## PERSONAL STRENGTHS

- ✓Creative Ideas-Creative.
- ✓Positive Attitude-Creating a positive work environment.
- ✓Critical thinking-Decision making skills.
- ✓Flexibility and Adaptability-Adaptability in the workplace.

## PERSONAL PROFILE

Date of Birth : 05/05/1994

Marital Status : Single

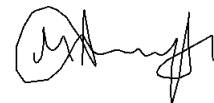
Nationality : Indian

Known Languages : English, Tamil

Hobby : ✓Music-Listening ✓Photoshop ✓Web Researching  
✓Swimming ✓Gardening ✓Traveling

## DECLARATION

I do hereby declare that the particulars of information and facts stated here in above are true, correct and completed to the of my knowledge and belief.



**ADITHYAN.M**