

KRISHNAKUMAR P V



To secure a challenging position where I can effectively contribute to the growth and success of the organization and simultaneously contribute to my skills and acquiring knowledge on the road to success.

CONTACT

+91 9633521519
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Kerala, India

KEY SKILLS

Team Work

Communication

Analytic Skills

Leadership

Organization Skills

Hardworking

Interpersonal Ability

Detail Oriented

Adaptability

Time Management

COMPUTER PROFICIENCY

MS Office	★★★★★
Tally ERP 9	★★★★★
SAP	★★★★★
Internet & Email	★★★★★
Basic Operation	★★★★★

ACADEMIC CREDENTIALS

MBA (FINANCE) | 64% | 2013

- M G University
- SNGIST College, North Paravur, Kerala

BACHELOR OF COMMERCE IN COMPUTER APPLICATION | 55% | 2010

- M G University
- SNAS College North. Paravur, Kerala

HIGHER SECONDARY | 68% | 2007

- Board of Higher Secondary Examination, Kerala, India
- SNV. Skt. HSS, North paravur

SSLC | 60% | 2005

- Board of Public Examination, Kerala, India
- St. Aloysius High School, North paravur

EMPLOYMENT CHRONICLE

OFFICE ASSISTANT | Jul 2020 – Jul 2022

BHAVANS VIDYA MANDIR, ELAMAKKARA

- Check daily mail and maintain the Despatch/inward register.
- Leave record to be maintained properly
- Maintain attendance & absentee record- staff- for salary preparation.
- Maintain Leave of absence registers/record of staff.
- Ensure the serviceability of the Telephone, EPBAX system at all times.
- School fee collection.
- Upkeep of the premises including the garden of the school.
- Issue proper out pass
- Maintain electrical, water, drainage and sanitation system always functional. Periodical cleaning of the drains, roof etc. Ensure that pure drinking water is available at all times. Ensure safety of school property.
- Monthly follow up regarding bills from KSEB, water authority and BSNL and upkeep of records.
- Timely renewal of AMCs. Record for generators, Photocopier, log of school van, generator etc.
- School bus related works.
- Responsible to maintain and update proper asset register and stock register.

PROJECTS/ASSIGNMENTS

- Done Organization study at D C Mills, Valavanadu, Aleppy, India; as part of MBA curriculum
- Done a project at KAMCO, Athani; as part of MBA curriculum




TRAINING RECEIVED

- Personality Development
- Three Day Work Shop on Career Development
- Calypso training
- Selected for studying for SMR segment in Kerala by KITCO
- Basics of global logistics

LANGUAGES

English	<div></div>	100%
Hindi	<div></div>	100%
Malayalam	<div></div>	100%
Bahasa Indonesia	<div></div>	50%

INTEREST

		
Music	Poem Writing	Reading

REFERENCE

- **ANISHMON,**
Cost accounts manager,
Lulu group international,
Indonesia,
Ph: +628159158867

ACCOUNTANT | 2016 – 2019

LULU GROUP INTERNATIONAL INDONESIA

ACCOUNTS EXECUTIVE | 2014 – 2016

LULU GROUP INTERNATIONAL COCHIN

- Accounts payable process-Efficiently process vendor invoices
- Process and maintain all currency and prepare and maintain accounting records, files, transactions and other required documentation including generating, interpreting and analyzing reports relating to cash deposits and various financial transactions
- Cash flow management (preparation of cash inflow and outflow statement, timely fulfillment of fund requirement)
- Reconciling account balances and bank statements, maintaining general ledger and preparing month end close procedures
- Transaction with banks (daily basis deposits, preparation of fund flow statements, resolving customer complaints related with credit card settlement issues)
- Daily basis reporting to HOD's (Day today cashier settlement summary, credit sale report, offline online credit card transaction report, summary of issued promotional gift vouchers)
- Managing cashiers and cashier's problems.
- General posting of accounts transactions.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 04/04/1990
Marital Status	: Single
Nationality	: Indian
Permanent Address	: Puthukkattumadam (H) Pattanam, Vadakkekara P.O North Paravur, Ernakulam Pin: 683522, Kerala, India

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

KRISHNAKUMAR P.V

