

# AKHILA PONNAPPAN

9037129687



akhilakumba5380@gmail.com



Assistant Accountant

Alappuzha



## SUMMARY

Versatile and results-driven professional with a proven track record of delivering high-quality work across various industries. Demonstrates strong analytical, problem-solving, and communication skills, with the ability to adapt to new challenges and environments quickly. Known for a proactive approach, attention to detail, and ability to collaborate effectively with teams to achieve common goals. Committed to continuous learning and professional development to stay current with industry trends and best practices.

## EDUCATION

### St.Michael's College Cherthala

Bom Computer Application  
2017 - 2020

### ABVHSS Muhamma

Commerce  
2015- 2017

## SKILLS

- Communication
- Time Management
- Adaptability
- Technical Proficiency
- Customer Service
- Attention to Detail
- Leadership
- Organizational Skills
- Team Collaboration
- Problem-Solving

## CERTIFICATIONS

- Data Entry
- Diploma In GST
- DCA

## PROFESSIONAL EXPERIENCE

### ASSISTANT ACCOUNT'S TRAINEE

Kollam Supreme| 2022 - Present

- Assisted in managing day-to-day financial transactions and operations.
- Recorded and maintained accurate financial records, including invoices, receipts, and payments.
- Prepared financial statements, reports, and summaries for management review.
- Implemented and maintained accounting controls and procedures.
- Collaborated with other departments to ensure accurate and timely reporting of financial information.
- Managed accounts payable and receivable processes.
- Manual Accounting

### Audit Trainee

VVS Fresh N Fine | 2021 - 2022

## LANGUAGES

- English
- Malayalam

# RICHARD SANCHEZ

Marketing Manager

## CONTACT

- +123-456-7890
- hello@reallygreatsite.com
- 123 Anywhere St., Any City
- www.reallygreatsite.com

## PROFILE SUMMARY

Experienced and results-driven Marketing Manager with a proven track record in developing and executing successful marketing strategies. I am seeking a challenging role where I can contribute my skills in strategic planning, team leadership, and creative problem-solving to achieve business objectives.

## EDUCATION

2029 - 2030

**BORCELLE UNIVERSITY**

- Master of Business Management

2025 - 2029

**BORCELLE UNIVERSITY**

- Bachelor of Business Management
- GPA: 3.8 / 4.0

## WORK EXPERIENCE

**Borcelle Studio**

2030 - PRESENT

Marketing Manager & Specialist

- Led the development and implementation of comprehensive marketing strategies that resulted in a 20% increase in brand visibility and a 15% growth in sales within the first year.
- Successfully launched and managed multiple cross-channel campaigns, including digital marketing, social media, and traditional advertising, resulting in improved customer acquisition and retention rates.

## SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

**Fauget Studio**

2025 - 2029

Marketing Manager & Specialist

- Conducted market research to identify emerging trends and consumer preferences, providing valuable insights for product development and positioning.
- Oversaw the creation of engaging content for various platforms, collaborating with internal teams and external agencies to ensure brand consistency and relevance.

**Studio Shodwe**

2024 - 2025

Marketing Manager & Specialist

- Developed and executed targeted marketing campaigns, resulting in a 25% increase in lead generation.
- Implemented SEO strategies that improved website traffic by 30%, enhancing online visibility and positioning the company.
- Collaborated with sales teams to create effective sales collateral, presentations, and promotional materials.

## LANGUAGES

- English: Fluent
- French: Fluent
- German: Basics
- Spanish: Intermediate