

ABHINAND LAKSHMANAN

Administrative Accountant

Email: abhinand7002@gmail.com

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Contact: 0508437768, 0091-8589817002



Objective:

To join a growing organization and become a contributing member, utilizing and enhancing my knowledge and experience and give my maximum potential to the organization to achieve the winning edge and surpass corporate and personal goals.

Work Experience:

- Worked as a billing and sales staff at Shalimar textiles in Kannur, India for 2 years
- Worked as a billing staff at EC Shopy supermarket Kannur, India for 3 months
- Worked as Cashier and accountant at SJ Buildware Kannur, India for 1 year
- Worked as a Sales manager at DREAMMAL Kannur, India for 6 months

Education:

- Bachelor of Commerce from Indhira Gandhi Open University in 2019
- Higher Secondary (10+2) – Commerce from HSE Board Kerala in 2017
- SSLC (10th) from Board of Public Examination Kerala in 2015

Certification and Training:

- Tally ERP.9
- Foreign Accounting

Key Skills

- Well experienced with sales entry and purchase entry
- MS Office – Word and Excel
- Data Entry
- Client relation

- Administrative support
- Multitasking

Strengths:

- Strong problem solver
- Polite and courteous
- Dedicated and disciplined
- Patience and detail oriented
- Communication
- Time management

Languages Known:

- English – Read, write, speak
- Hindi – Read, write, speak
- Malayalam – Read, write, speak
- Tamil - speak

Personal Information:

Date of Birth : 20th September 2000
Gender : Male
Marital Status : Single
Nationality : Indian
Current address : Al quoz, Dubai
Home Country Address : PUTHEN VEETIL,
NELLIPARAMBA,
KUTIIYERI P O
KANNUR I 670142,
India.

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

Abhinand Lakshmanan