

# ABHINAND LAKSHMANAN

Administrative Accountant

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## 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 (10<sup>th</sup>) 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