






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

 +971 542214935
 akhilsrinivas1087@gmail.com
 SHARJAH, UAE

KEY SKILLS

Team Work

Customer Service

Adaptability

Leadership

Organization Skills

Hardworking

Interpersonal Ability

Detail Oriented

Data Entry

Time Management

COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★
Tally	★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★
Eqsoft	★ ★ ★ ★ ★

LANGUAGES

English	<div><div></div></div> 85%
Hindi	<div><div></div></div> 75%
Malayalam	<div><div></div></div> 100%
Tamil	<div><div></div></div> 100%

ACADEMIC CREDENTIALS

BACHELOR OF COMMERCE (FINANCE)

HIGHER SECONDARY

SSLC

TECHNICAL QUALIFICATIONS

DATA ENTRY

TALLY ERP

DIPLOMA IN AIRPORT MANAGEMENT & HOSPITALITY

EMPLOYMENT CHRONICLE

DOCUMENT CONTROLLER | 2023 – Present

SERCK SERVICES INTERNATIONAL.SHARJAH, UAE

- Copy, scan and store documents.
- Check for accuracy and edit files, like contracts.
- Review and update technical documents (e.g. manuals and workflows)
- File documents in physical and digital records.
- Retrieve files as requested by employees and clients.
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement.

ACCOUNTANT ASSISTANT | 2020 – 2022

ABDUL LATHEEF CO.KERALA, INDIA

- Maintain financial records for client companies by analyzing balance sheets and general ledger accounts.
- Reconcile bank statements by comparing transactions to the general ledger.
- Supply administrative support to accountants by performing clerical tasks such as handling mail, making phone calls, replying to emails and basic bookkeeping.
- Process weekly payroll accurately and timely.
- Maintain accounting documents and records, ensuring all files are up to date.
- Prepare bank deposits.

PERSONAL DOSSIER

Gender : Male
Marital Status : Single
Nationality : Indian


PASSPORT DETAILS

Passport No : U 7753210

INTEREST


Music


Travelling


Reading

REFERENCE

- Available upon request

TRANSACTION PROCESSOR | 2018 – 2020

CONDUENT BUSINESS SERVICES INDIA LLPKERALA, INDIA

- Receives, Process and ensures document classification and elements are completed and transmitted to clients.
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.
- Respond to queries for information and access relevant files.
- Comply with data integrity and security policies.
- Ensure proper use of office equipment and address any malfunctions.

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.
- **MANAGEMENT**-Management skills to direct others and review others performance.

DECLARATION

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

AKHIL.T. S

