

Arunima E N

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Objective

To be sincere and dedicated person in the assignments and be a successful leader of highly motivated team in achieving company's objective and expectations.

Summary

- **ACCOUNTING**
- 1 YEARS EXPERIENCE IN TELECALLING & ACCOUTING

Professional Profile

Highly motivated, dependable troubleshooter and problem-solver.

Self motivated Quick learner with good communication skills and Interpersonal relationships.

Valued contributor who performs confidently and effectively Under Pressure and thrives on challenge.

Professional Experience

Dress Sign Apparels, Ernakulam

Designation – TELE SALES EXECUTIVE (2022 OCT TO 2023 FEB)

Job Responsibilities:

Contact potential or existing customers to inform them about a product or service using scripts

Answer questions about products or the company

Ask questions to understand customer requirements and close sales

Direct prospects to the field sales team when needed

Enter and update customer information in the database

Take and process orders in an accurate manner

Handle grievances to preserve the company's reputation

Go the “extra mile” to meet sales quota and facilitate future sales

Keep records of calls and sales and note useful information

Professional Experience

NIKSHAN ELECTRONICS

ACCOUNTANT (AUG 2023 –APRIL 2024)

Manage all accounting transactions

Prepare budget forecasts

Publish financial statements in time

Handle monthly, quarterly and annual closings

Reconcile accounts payable and receivable

Ensure timely bank payments

Compute taxes and prepare tax returns

Manage balance sheets and profit/loss statements

Report on the company's financial health and liquidity

Audit financial transactions and documents

Reinforce financial data confidentiality and conduct database backups when necessary

Comply with financial policies and regulations

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COMPUTER KNOWLEDGE

Ms office , Data base , Google Drive ,
Spreadsheet , Tally , SAP

Educational Qualification

BACHELOR IN COMMERCE
Kannur University | 2019-2022

Languages Known

English, Hindi, Malayalam ,

Personal Information

Date of Birth : 03/12/2000
Gender : FEMALE
Nationality : Indian
Religion : Hindu
Passport No : :X2716241
Martial status : SINGLE

Declaration

I hereby affirm that all the details furnished above are true. I assure that, if I am placed, I will serve the firm with utmost genuineness and dedication.

YOUR'S SINCERELY,

ARUNIMA EN