

ABHIJITH Y

A C C O U N T S A S S I S T A N T



PROFILE

I seek challenging opportunities where I can fully use my skills for the success of the organization. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

PERSONAL DETAILS

☎ +971 547442553
✉ abhijithyerol@gmail.com
📍 Hor Al Anz, Deira, Dubai
DOB : 07/04/2001

Nationality : Indian

SKILLS

- Ms word & excel
- Tally
- QuickBooks
- Peachtree
- Efficient time management
- Active Listening

Interests

- Accounting assistant
- Data entry
- Billing staff
- Office administration
- Customers service agent

Language

- English
- Hindi
- Malayalam

EDUCATION

BACHELOR OF COMMERCE WITH COMPUTER APPLICATIONS

Sree Narayana College Periya, Kannur University, India
2019-2023

DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING

G Tec, Kasaragod, India
2022-2023

EXPERIENCE

BILLING CLERK

Tri lead associates-Kasaragod, India
2022-2023

- Verified accuracy of billing data, correcting any identified errors.
- Recorded amounts due for items purchased or services rendered.
- Maintained petty cash and processed petty cash reimbursements.
- Processed payment via telephone and in person with focus on accuracy and efficiency
- Received payments through various methods and checked for credibility.
- Gathered order amounts, discount rates and all other information needed to calculate bills receivable.

CERTIFICATES

- B. Com Certificate issued by Kannur University
- Tally certificate issued by Tally education
- Diploma in Indian & Foreign Accounting certificate issued by IAB