

CURRICULUM VITAE



Contact Information:

Name : ARJUN. A

Mobile : +971 561865110

Driving License: UAE

Location: Dubai

Email:
arju5356@gmail.com

Visa status : Visit Visa
Expiry : 15/01/2025

Personal Information:

Date of Birth : 27/10/1997

Sex : Male

Marital status : Single

Nationality: Indian

Passport No: S 0256195

Language Known:
English, Hindi,
Tamil, Malayalam, kannada

Hobbies and Interest: Playing
Cricket & Football, Travelling &
Photography & Dancing

Career Objective:

To be associated with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills as a professional, use and develop my aptitude to further the organization's objectives and also attain my career targets in the progress.

Professional Experience

RHYTHM INSTITUTE (UAE)

Date : June -2022 to June 2024
Position : Administrative Coordinator

- Perform administrative tasks, handle phone calls, managing schedules and organizing files to support daily business operations
- Provide a new strategy on how to run a lucrative business.
- Conduct and coordinate meeting programs to look for the new clients, what's trending, and growth.
- Perform clerical duties to help an office run smoothly and efficiently, Expand business database.
- Work with accounting departments to process invoices, make payments, and track receipts.
- Handling purchase entry & general entries
- Handling petty cash and prepare daily closing reports.

Y MART HYPER MARKET (KERALA)

Date : October-2020 to April-2022
Position : Assistant Accountant

- Handling purchase entry & general entries
- Handling petty cash and prepare daily closing reports.
- Process and maintain inventory records.
- Handling banking related functions like Telex transfer, issuing cheque

MULTI MAX (KERALA)

Date : October-2019 to August-2020
Position : Assistant Accountant

- Bank deposits and bank payments
- Issuing sales invoices, making purchase entry &

general entries

JK RESIDENCY KASARAGOD (KERALA)

Date : August-2018 to August-2019

Position : Billing staff

- Cash Recieving
- Bank deposits and bank payments
- Endorsemet and letter drafting for banks & client
- Manage staff expense

Academic Qualification:

- Degree Bachelor of Commerce (KANNUR UNIVERSITY)
- Plus Two (Kerala Higher Secondary Board)
- SSLC (Kerala State Board)

Other professional qualification:

- DIPLOMA IN INDIAN AND FOREIGN AND SAP ACCOUNTING (TallyERP9, Peachtree, Quickbook, Tradeasy and Article Classin Logistics Management) G-TEC COMPUTER EDUCATION 2019-20
- ADVANCE DIPLOMA COMPUTER APPLICATION in G-T EC COMPUTER EDUCATION KASARAGOD 2019-20

Computer Knowledges

TallyERP9, Peachtree, QuickBooks, Tradeasy and Article Class , Logistics Management, Knowledge of MS office ,Excel , Internet etc.

Declaration:

I certify that the above are true and correct to the best of my knowledge and ability. If given a chance to serve you. I assure that I will execute my duties for the total satisfaction of my superiors

ARJUN . A