



PROFILE

Ambitious and dynamic graduate searching for a position in a progressive organization where I, can provide my skills to the best of my abilities and also to have a satisfied outcome from it for the organization and myself.

ADDRESS

CURRENT ADDRESS:

Shrajah, UAE

PERMENT ADDRESS:

**POCKANAMATTAM(H)
VELLOOR P.O , PAMPADY
KOTTAYAM , KERALA , INDIA**

CONTACT

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+9710528290652

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Language

Malayalam: Native Proficiency

English: Advanced Proficiency

Hindi: Basic Proficiency

Tamil: Basic Proficiency

PASSPORT DETAILS

PASSPORT NO: **T5569969**

Date of Expiry: **22/05/2029**

BITU ABRAHAM

EDUCATION

Baselius college

2016- 2019 Kerala, India
Bachelor Of Commerce

Crossroads Higher Secondary School

2016 Kerala, India
Commerce

St. Paul's High School

2014 Kerala, India

WORK EXPERIENCE

Nissy Hardwares

Shop Assistant

2020 -1/12/2023

Engaged in daily operations at a family-owned retail business, excelling in customer service, inventory management, and purchasing. Ensured seamless shop functioning through tasks like stock maintenance, cash transactions, and financial record-keeping. This experience refined my financial transaction management, record-keeping, and negotiation skills critical for optimizing supplier arrangements. These experiences form a robust foundation, preparing me for success in an accounting role by contributing to overall financial well-being and fostering proficiency in key accounting functions.

SKILLS

Technical Accounting Skills

- **Microsoft Excel:** Proficient in basic Excel functions, including data entry, formatting, and simple formulas.
- **Tally ERP 9:** Basic knowledge of Tally ERP 9 for efficient bookkeeping and financial management.

General Skills

- **Interpersonal Skills:** Demonstrated ability to connect with individuals from diverse backgrounds, fostering positive relationships.
- **Communication:** Strong verbal and written communication skills to convey information clearly and persuasively.
- **Team Player:** Collaborative mindset with experience working effectively in team-based projects.
- **Adaptability:** Proven capacity to adapt quickly to new environments and learn new concepts with enthusiasm.
- **Self-Motivation:** Intrinsic motivation to achieve and exceed sales targets.
- **Empathy:** Understand and relate to the needs and concerns of clients, building trust and rapport.
- **Problem-Solving:** Creative problem-solving skills to address client concerns and overcome sales challenges.

Declaration

I do hereby solemnly declare that the particulars furnished above are true to the best of my knowledge and belief. I take the job with a great sense of responsibility, enjoy the challenge of new situations, and expect to make a positive contribution

Place: kerala, India

Bitu Abraham