



KHANASYAM M C

PERSONAL DETAILS

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Email : khanasyammc@gmail.com

Address : Mangadi House, P O Madu,
Chavakkad, Thrissur Dist ,
Kerala, India. Pin: 680512

Nationality : Indian

Gender : Male

Date of Birth : 18-09-1995

COMPUTER KNOWLEDGE

- Tally
- Peachtree
- Quick books
- MS Office

LANGUAGES KNOWN

- English (Fluent)
- Hindi (Fluent)
- Malayalam (Native)

EDUCATION

- **Professional Diploma in Indian foreign & SAP Accounting (PDIFAS)**
- **Degree in B.Com Finance**
University of Calicut
- **Higher Secondary (Plus Two) - Commerce**
Kerala Board of Higher Secondary Education
- **SSLC**
Central Board of Secondary Education

SKILLS

- Financial accounting
- Cash handling
- Customer service
- Administrative support
- Team leadership & Supervision
- Communication skills

PERSONAL PROFILE

Dynamic and detail-oriented professional with extensive experience, Seeking to leverage a proven track record of success in cash handling, team leadership, and operational efficiency to contribute effectively to a progressive organization in an accounting or finance role. Eager to utilize strong organizational and communication skills to drive accuracy, productivity, and customer satisfaction.

WORK EXPERIENCE

• 2019 - 2023

Safari Mall , Sharjah - UAE

Cashier cum Front End Supervisor

- Managed cash transactions with accuracy and efficiency.
- Supervised front end operations, including cashier training and scheduling.
- Provided excellent customer service and resolved queries.
- Conducted end-of-day cash reconciliation and reporting.

• 2018-2019

New Trichur Group of Companies

Office assistant

• 6 Months

Manappuram Finance

Office assistant

- Assisted with administrative tasks such as filing, data entry, and scheduling.
- Coordinated communication between departments.
- Supported finance team with various tasks as required.

PASSPORT DETAILS

- Passport No. : P7924130
- Place of issue : Cochin
- Date of issue : 10-03-2017
- Date of expiry : 09-03-2027

DECLARATION

I hereby declare that above information are true and correct to the best of my knowledge and belief.