

**CSE, JOINT CUSTODIAN &
OFFICE ADMIN WITH OVERALL
14+YEARS OF EXPERIENCE.**

ABHILASH B S

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SUMMARY

14+ years overall experience in Office Administration, Store Keeper, Medical Transcription field, Customer Service and Accounting Professional with excellent communication skill and able to build strong relationships both within and outside respective departments as well as effectively administration skills. Possessing strong financial control and reporting skills and rigorously ensuring that all statutory and corporate obligations are met. Principles of Finance and accountancy along with that of computer applications like M S office suite, C++, would help me to effectively performing my duties.

CAREER OBJECTIVE

To work in an organisation with a team of professionals, where there is an opportunity to contribute my skills for meeting new challenges and activities of the organisation and to improve myself in the management field, I am submitting this set of skills to help me achieve my objective.

SKILLS

Operating system Windows, DOS

Language C++

Software Package MS office

EXPERIENCE

Dec-2021 - Till Today **Customer Support Executive, Joint Custodian and Accountant**
Muthoot Fincorp Ltd

Duties -General Accountant/Admin

Day to day financial operations with regard to financial accounting include Accounts Receivable, General Ledger, Accounts payable, Project Costing, Inventory, Cash Flow projections, Revenue Accounting, credit and corrections, to contribute to overall financial and performance results. Manage effectively clients receivables and sign all journal entries and payment vouchers to ensure proper coding and documentation to the company policies and procedures. Supervision of team work. Assist managers and supervisors in developing policies and procedures.

From: Jun-2012 **Office Administrator cum Storekeeper**
Image ID Solutions Pvt Ltd

6+years of experience in office management with excellent communication skill. Handling phone calls, data collections, production and distribution of ID cards for government and non-government organisations, reputed companies, supervision of daily banking activities.

Jan-2007 - Oct-2011 **Medical Transcriptionist**
Seaview, Technopark, Thiruvananthapuram

4+years of experience in transcribe medical reports, summaries, office visit notes and other medical documents from recorded messages from health care providers

EDUCATION

Degree/Course	Institute/College	University/Board	Year of Passing
Bachelor of Science (Chemistry)	Mahatma Gandhi College, Thiruvananthapuram	Kerala University	2005
Higher Secondary	SNVHSS Anad	Board of Higher Secondary Examination	2002
Secondary	Darsana English Medium Higher Secondary School	Board of Public Examination	2000

HOBBIES

Singing, Playing Chess

PERSONAL DETAILS

Address	Alqasimia Sharjah, United Arab Emirates
Passport detail	N 4 6 4 5 9 7 6
Date of Birth	11-10-1984
Gender	Male
Nationality	INDIAN
Marital Status	Single
Languages Known	English, Hindi, Malayalam, Tamil

DECLARATION

I hereby declare that the above mentioned information is correct upto my knowledge and I bear the responsibility for the correction of the above mentioned particulars.

ABHILASH B S