

SURYA. C

Dynamic professional with a versatile skill set encompassing Sales, Receptionist, and accounting roles. Proven ability to excel in diverse responsibilities, from driving sales growth and providing exceptional customer service to ensuring accurate financial management. Effective communicator, adept at multitasking, and committed to delivering results that contribute to organizational success.

KEY SKILLS

Team Work

Work Ethic

Analytical skills

Leadership Quality

Decision-making

Time Management

Customer service

Problem Solving Ability

Hardworking

Positive Attitude

Honesty

EMPLOYMENT CHRONICLE

SALES EXECUTIVE | July 2016- July 2023

HDFC BANK PVT LTD, KERALA, INDIA

KEY RESPONSIBILITIES

- Built strong client relationships by understanding their needs.
- Demonstrated deep product knowledge for effective sales.
- Achieved and surpassed sales targets through proactive efforts.
- Provided expert financial advice and recommendations.
- Generated leads through networking and outreach.
- Ensured accurate documentation and compliance.
- Identified opportunities for upselling and cross-selling.

RECEPTIONIST | Jan 2016 – June 2016

AM MOTORS, KERALA, INDIA

RECEPTIONIST | July 2013 – July 2014

INFRA ACCOUNTS ACADEMY, PATTAMBI, KERALA, INDIA

KEY RESPONSIBILITIES

- Welcomed and greeted visitors with a friendly and professional demeanour.
- Managed incoming calls and directed them to the appropriate departments.
- Scheduled appointments and maintained the office calendar.
- Provided administrative support, including data entry and filing.
- Assisted customers with inquiries, providing accurate information.
- Received and sorted mail and deliveries.

ACCOUNTANT | Nov 2014 – Dec 2015

DASS CONSTRUCTIONS, MUTHUTHALA, KERALA, INDIA

KEY RESPONSIBILITIES

- Managed financial records, invoices, and expense reports.

CONTACT DETAILS

+971 554838098

keerthanackichu@gmail.com

Dubai, UAE

ACADEMIC CREDENTIALS

BA ENGLISH | 2016 - 2019

- Bharathiar University, India

HIGHER SECONDARY | 2009 - 2011

- Board of Higher Secondary Examination, Kerala, India
- Ideal Educational center, Shornur, Kerala, India

SSLC | 2008 - 2009

- Board of Public Examination, Kerala, India

COMPUTER PROFICIENCY

MS Office ★ ★ ★ ★ ★

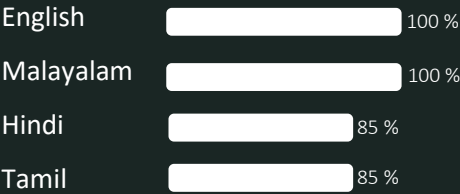
Basic Operation ★ ★ ★ ★ ★

Internet & Email ★ ★ ★ ★ ★

AREA OF INTEREST

- Accounting
- Banking
- Finance
- Sales
- Organizational Management
- Receptionist


LANGUAGES KNOWN





PROFESSIONAL SKILLS

- Financial Analysis
- Bookkeeping
- Financial Reporting
- Budgeting and Forecasting
- Prospecting
- Product Knowledge
- Customer Relationship Management
- Phone Etiquette
- Multitasking

INTERESTS

Songs

Travelling

Reading

- Prepared and monitored budgets for construction projects.
- Conducted financial analysis to ensure cost efficiency.
- Processed payroll and managed employee compensation.
- Reconciled bank statements and financial accounts.
- Prepared and filed tax returns and regulatory documents.
- Oversaw accounts payable and receivable functions.
- Assisted in financial forecasting and planning.
- Monitored cash flow and ensured timely payments.
- Prepared financial reports for management and stakeholders.

PERSONAL DOSSIER

Gender	: Female
Date of Birth	: 25/05/1993
Nationality	: Indian
Marital Status	: Married

PASSPORT & VISA DETAILS

Passport Number	: X7233447
Date of Expiry	: 27/03/2033
Place of Issue	: Cochin
Visa Status	: Visit Visa

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

SURYA. C