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Address , Dubai

Nationality: Indian

SOURAV KUMAR UK

Visa Status: Visit Visa

I am an enthusiastic, hardworking and committed individual with a proven track record of team coordination and managing customers. I have strong technical skills as well as excellent interpersonal skills. I am eager to be challenged in order to grow and expand on the skill set I have gained through my experience

Work Experience

11/2022 – 11/2023

Sector Coordinator at Clean Kerala
Company Government of Kerala

Tasks/Achievements

- Overseeing collection, sorting and safe disposal of client waste and recycling materials on site
- Preparing financial receipts and reports
- Invoice preparation, payment follow up
- Identify recyclable materials and provide training for the workers
- Dealing with hazardous and E waste management. Timely reporting of issues and taking necessary actions

28/01/2021 – 31/10/2022

Junior Accountant at Speosoft Solution

Tasks/Achievements

- Preparation of vouchers and cheque
- Handled accounts payable and accounts receivable
- Prioritized invoice according to payment terms
- Preparation of petty cash book
- Bank reconciliation
- Combine and verifying invoices, correcting invoicing problem previously missed
- Prepare bills, sales invoice and bank deposit
- Facilitate payment of invoice due by sending bill reminders and contacting clients
- Account reporting on a day today basis
- Maintains records such as journal payrolls and property records
- Preparation and analysis of financial accounts including trial balance ledger preparation profit and loss account balance sheet and cash flow

Education

2016 - 2019

Bachelor of Commerce Cooperation,
Government College, Kasaragod.

2014 - 2016

Plus-Two in Commerce, Chattanchal HSS

2014

10th Standard, Chattanchal HSS

Internship

AIRTEL STORE - Surveyed customer behavior and measuring customer satisfaction

Worked in customer support department, marketing department,

Academic Projects

- Conducted a study on customer attitude towards Bata showroom
- Administrative departmental study in crumbs mangalore

Skills

- Organization and attention to detail
- Strong written and oral communication
- Analytical and problem solving skills
- Critical thinking and interpersonal skills
- Proficiency with Microsoft Office Suite

Certifications

MS Excel Certification

- Basic excel calculation and functions
- Charting and Graphing
- Cell references

Languages

English Malayalam
Tamil Hindi

Extra-Curricular

- Played inter zone cricket tournament
- Participated in stock market seminar