TONY T MUKKADA

Contact Details

✉ tonytmukkada@gmail.com

☎ +971504569583

📍 Dubai, UAE

Skills

- Tally.ERP9
- MS Office
- Analytical and problem solving skill
- Basics of Accounting

Certifications & Achivement

- Certification in Professional Accounting
- Completed EME certification course in SAP finance and controlling (FI-CO)
- Worked as National Service Scheme Volunteer
- Certification on Tally.ERP9 with GST

Personality Traits

- Fast learner with an ability to excel
- Decision Making skill
- Effective inter personal skill
- Goal oriented and willingness to accept duties and responsibilities

Personal Details

Nationality   : Indian
Date of Birth   : 14-04-1998
Language known : English, Malayalam
Passport No.   : U7486728

Career Objective

Looking forward for a challenging career, where I can utilise my skills and learnings for my continuous career and personality growth along with the upliftment of the organisation.

Professional Experience

Worked as **Supervisor in Operations Department** at **Intimate Autocare** from January 2021 to January 2023.

- To ensure the provision of services within the department are in line with service needs and ensure the timely and accurate delivery of services.
- To represent the team, act as service representative for initiatives to the clients.
- To take part in day to day financial administration and contributing towards the administrative and marketing strategies of the firm.
- To manage the collection, maintenance and integrity of data within the service system.

Worked as **Associate-Audit in Biji Joseph & Co** Chartered Accountants from April 2019 to August 2019.

- Assisted the auditors in the performance of operational, financial and departmental procedures.
- Assist the team for income tax preparation for the clients.

Education Background

Bachelor Degree in Commerce with Computer Applications |2016-2019
Kristu Jyothi College of Management and Technology
Mahatma Gandhi University
CCPA **6.57**

Higher Secondary Education |2014-2016
St Peters HSS, Kurumpanadom
Kerala State Board, **72%**