



VIVEK KK



OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.



EXPERIENCE

HRN fish merchant

2016 - 2022

Account executive

- *Handling day to day accounts activities
- *Overview of the total sales and income.
- *Handling sales and purchase invoices.
- *Maintenance of petty cash
- *Publish financial statements in time.
- *Ensure timely Bank payments.

SML Finance

2015 - 2016

Collection executive

- *Monitor accounts to identify outstanding debts.
- *Find and contact clients to ask about their overdue payments.
- *Take action to encourage timely debt payments.
- *Investigate historical data for debt or bill.
- *Process payments and refunds.
- *Resolve billing and customer credit issues.



EDUCATION

University of Calicut

2012-2015

Bachelor of Commerce

Kerala state board

2010-2012

Secondary



INTERESTS

- *Driving
- *Surfing through internet
- *Travel
- *Writing skill



CONTACT

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Abdullah meheiri building
Albarsha1 Dubai



SKILLS

- *Hard working
- *Quick learner and dedication
- *Ability to work under pressure
- *Self confidence
- *Team player



ACHIEVEMENTS & AWARDS

KAAPI MACHINES -
Something's Brewing
[Bangalore] Experienced
regarding cafeteria in different
methods



LANGUAGES

- *Malayalam
- *English
- *Tamil



PERSONAL DETAILS

Date of Birth : 20/12/1992
Marital Status : Married
Nationality : Indain
Passport : P1440691
Gender : Male



ACTIVITIES

Watching documentaries
sports over the weekends



ADDITIONAL INFORMATION

DIFA - [Diploma in Financial Accounting]
Basic computer skills