

CURRICULUM VITAE

YEDHU KRISHNAN T

B.COM+ PDIFAS-FICO

EXPERIENCE 2.8+ Yrs Exp

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PROFILE SUMMARY

To seek a professional job opportunity with a reputed organization where in my ability and education will be utilized to the maximum level contributing to the success of the organization and self-growth in the company hierarchy.

❖ HIGHLIGHTS

- Accurate journal and ledger entries
- Invoice and expense report preparation
- Able to meet tight deadlines
- Corporate bookkeeping
- Punctual with solid work attendance record
- Collaborative nature
- Documentation
- Solid analytical and accounting skill
- MS Office proficiency
- Proactive mindset
- Budget analysis
- Self-directed
- Database management
- In-depth payroll experience
- Staff training and supervision

PERSONAL DETAILS

Full name	:	Yedhu krishnan T
Nationality	:	Indian
Gender	:	Male
Material Status	:	Single
Date of birth	:	October, 26, 1999
Postal Address	:	Keekan post, kasargod dist.- 671316, kerala, india
Contact Number	:	+91 8547094443
Passport Number	:	V4322267
Date of issue	:	08-11-2021
Place of issue	:	Kozhikode
Date of expiry	:	07-11-2031
Languages known	:	English,Hindi & Malayalam

PROFESSIONAL EXPERIENCE

<u>Period</u>	<u>Company</u>	<u>Position</u>	<u>Duties</u>
<u>2021.JULY</u> <u>-to- at</u> <u>present</u> <u>(1.9 year)</u>	<u>CHITHARI FUELS</u> <u>Kanhangad,Kerala</u>	Accountant cum Cashier	<ul style="list-style-type: none"> Prepared Daily confidential sales reports Performed general office duties and administrative tasks. Managed the internal and external mail functions. Bank ,Debtor and creditor reconciliation. Introducing and implementing of financial decisions Verification and control of expenses, Managing all cash inflow and outflow including bank transactions. Preparation of various reports for senior managers/company shareholders.
<u>2020.</u> <u>AUGUST</u> <u>-to- 2021</u> <u>JUNE</u> <u>(11</u> <u>MONTH)</u>	<u>AL MADEENA</u> <u>HYPER MARKET</u> <u>MADIYAN</u> <u>Kanhangad,Kerala</u>	BILLING STAFF	<ul style="list-style-type: none"> Reviewing and verifying the accuracy of billing information and invoices. Sending invoices to customers and following up on overdue payments. Collaborating with other departments, such as sales, customer service, and accounts receivable, to ensure smooth billing processes.

ACADEMIC

Certificate/Degree	Year Awarded	Field of Study	Institution
PDIFAS -FICO	2021	Professional diploma in indian and foreign account with SAP (TALLY PRIME, TALLY ERP 9, GCC VAT IN TALLY, QUICKBOOK, PEACHTREE, MS OFFICE, SAP-FICO)	G TECH computer education center Kanhangad,Kannur,Kerala,India
Bachelor of Commerce (B.Com)	2020	Banking , Accounting & Co-operation	Kannur University, Kannur,Kerala, India
Plus 2	2017	Commerce	Govt. higher secondary school, Pakkam,kerala,india
SSLC	2015	Regular	Govt. higher secondary school, Pakkam,kerala,india

AREAS OF INTEREST

- Accountant
- Financial analyst
- Cashier

HOBBIES

- Chess
- Cricket/football
- Reading

DECLARATION

I hereby declare that all the information submitted above is true to the best of my knowledge and belief.

DATE :

Yedhu krishnan T

PLACE :