



AJUL SIVADAS

Contact

Phone

+971-552966974

Email

ajulsivadas@gmail.com

Visa Status

Visit Visa

Expertise

- Tally ERP
- MS Excel
- Team Player
- Active Learning
- Time Management
- analytical and problem-solving

Language

Hindi ☐

English ☒

Reference

DayMart Gruop

DataEntry

Phone

+91-9073666222

About Me

Ambitious Accounting assistant with proven history of successful employee. Organized individual with excellent time management skill and keep attention to details. uses analytical ability and critical thinking skill to solve complex financial matter

Experience

Company Name: Babus Tax Consultancy

Job Position: Assistant Accountant

- Bank Reconciliation
- Create Invoices, Purchase Orders and Delivery Notes
- record sales and purchase bills of vendors
- prepare month end closing entries for detailed reporting and record keeping
- communicate with vendors and clients To timely payments and reduce outstanding account receivable balances. Tally operations.
- Prepare and Maintain MS Excel

Company Name: DayMart Group

Job Position: Data Entry Operator

- Accounting and verifying inward commodities maintain coordination with purchase, finance & oparation
- identified errors in data entry and related issues, reporting to HR department
- Transferred data from paper formats
- inventory control and stock audit
- Understanding of basic software
- Proficient In Typing

Education

2019

University of Calicut
B.Com

2020

PASS Corporate Training
Tally ERP & SAP Fi-Co