

AKSHAY T KRISHNAN

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Ajman, United Arab Emirates



PERSONAL DETAILS

Date of Birth: 01/10/1995

Nationality: Indian

Marital status: Single

Visa status: Visit visa

Gender: Male

PROFESSIONAL SUMMARY

A driven and enthusiastic graduate seeking for opportunities to apply my knowledge and experience in the fields of Accounting, Business, Office admin, Customer service & Maritime services to further develop my skills, knowledge and experience.

EDUCATION

Secondary Education

June- 2001 to April 2011

Govt High School Karike, Kodagu dist.

Karnataka Secondary Education Examination Board.

Higher Secondary Education

June 2013 to March 2015

Govt Fisheries Higher Secondary School, Bekal.

Govt of Kerala Board of Higher Secondary Examination.

Bachelor of Commerce

June 2015 to May 2018

Gurudev Arts & Science College, Mathil Payyannur.

Kannur University.

ADDITIONAL COURSES AND CERTIFICATIONS

Certificate Course in Maritime Catering.

Practical Tanker Fire-Fighting Course.

Personal Survival Techniques.

Fire prevention and Fire Fighting, Elementary First Aid

Sea Scan Maritime Foundation Verna, Goa

and Personal Safety & Social Responsibilities.

Security Training for Seafarers with Designated Security Duties.

WORK HISTORY

Assistant Accountant.

Arathi General Maint. Contracting L.L.C

Ajman, United Arab Emirates.

December 2021 to April 2024

* Responsibilities- Comprehensive Book keeping

* Managing Accounts Payable & Receivable.

* Maintaining accurate financial records.

* Handling Client and Vendor

* Monthly Financial Reporting.

* Managing Petty cash, Overtime & Salary calculation, stock receiving & checking.

Office Admin

E-Kart Courier Services.
Cheruvathur, Kerala, India
October 2020 to November 2021

- * Provide essential support during both month & year end closing process.
 - * Filling company taxes
 - * Preparation of Quotation, Proforma Invoice & Tax invoices.
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Accountant

The Baby House
CK Nagar Electronic City Bangalore.
March 2019 to July 2020

- * Responsibilities-Inventory Management
 - * Receiving order, scheduling order for delivery.
 - * Comprehensive Book keeping
 - * Handling customer & delivering the product.
 - * Picking & packing return orders.
 - * Managing daily office expenses.
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- * Responsibilities- Comprehensive Book keeping
 - * Managing Accounts Payable & Receivable.
 - * Maintaining accurate financial records.
 - * Handling customer
 - * Billing

SKILLS

Accounting
Data Entry
Microsoft Excel & word
Tally ERP 9
Stock Management
Hospitality & Customer Services

Teamwork & Positivity
Time Management
Ability to work under Pressure
Verbal & Written Communication
Planning & Organizing
Multi-Task

LANGUAGES

- * ENGLISH
- * HINDI
- * KANNADA
- * MALAYALAM