

# AKSHAY T KRISHNAN

akshaytk072@gmail.com | +971503607715 | +919961173460

Ajman, United Arab Emirates



## PERSONAL DETAILS

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Date of Birth: 01/10/1995

Nationality: Indian

Marital status: Single

Visa status: Visit visa

Gender: Male

## PROFESSIONAL SUMMARY

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

## EDUCATION

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### 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.

## WORK HISTORY

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### 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.

\* Provide essential support during both month & year end closing process.

\* Filling company taxes

\* Preparation of Quotation, Proforma Invoice & Tax invoices.

### Office Admin

E-Kart Courier Services.

\* Responsibilities-Inventory Management

\* Receiving order, scheduling order for delivery.

Cheruvathur, Kerala, India  
October 2020 to November 2021

- \* Comprehensive Book keeping
  - \* Handling customer & delivering the product.
  - \* Picking & packing return orders.
  - \* Managing daily office expenses.
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**Accountant**

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

- \* Responsibilities- Comprehensive Book keeping
- \* Managing Accounts Payable & Receivable.
- \* Maintaining accurate financial records.
- \* Handling customer
- \* Billing

**SKILLS**

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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  
Planing & Organizing  
Multi-Task

**LANGUAGES**

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