

MUKESH.M



CONTACT

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📍 Kollam, Kerala, India

PASSPORT INFO

Passport No : V6091631
Date of Expiry : 12/04/2031

LANGUAGES

- English
- Hindi
- Arabic (speaking)
- Malayalam

TECHNICAL SKILL

- Diploma in Computerized financial accounting
- M S Office

PERSONAL INFO

Nationality : Indian
Gender : Male
Date of Birth : 12/03/1991
Marital Status : Married

PROFILE SUMMARY

Detail-oriented office clerk with 5 years of experience in managing administrative tasks, maintaining accurate records and accounting work. Bringing strong research skills and ability to analyses and compile data in an organized manner, experience in performing office duties and filing ability to work well under pressure.

WORK HISTORY

Office Admin

SAUDI MARKETING COMPANY LIMITED-Saudi Arabia September 2019-October 2023

- Generated day-to-day invoice preparation
- Provide administrative support to the employees
- Creating purchase order
- Prepare inventory Reports
- Managing day to day operations of the branch
- Preparing salary statement.

Accountant

HIGH TECH ENGINEERING COMPANY-Ernakulam June 2018-May 2019

- Maintained cash book
- Prepare Monthly statement
- Billing
- Customer Relationship
- Inventory Records

EDUCATION

M G University
Master of Commerce **2018**

Kerala University
Bachelor of Commerce **2011**

SKILLS

- Supplier Relationship
- Knowledge in Oracle Application
- Invoice preparation
- Data Entry
- Billing and Order Preparing
- Stock Receiving
- Adaptability