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Date of birth: November 30, 1993

Gender: Male

Civil status: Single

Address:

S/o Sundaran
8/714 Manimuthunagar,
kozhinjampara
Palakkad, Kerala pin-678555

Skill Highlights

- Communication Skills (Verbal & Written)
- Teamwork
- Time management
- Service-focused

Languages

English – Professional proficiency

Malayalam – Native or Bilingual Proficiency

Tamil – Professional working proficiency

Analytical detail-oriented professional with 7+ years of extensive experience in providing exceptional customer service and Sales. Dynamic and detail-driven accounting professional experienced and analyzing accounting records, financial statements. Proficient in managing client relationships, negotiating deals and closing Sales. assisting clients to resolve problems and find solutions.

Professional Experience

**Content Curator – Vaco Binary Semantics LLP,
Gurugram, Haryana**

- From the period of December 22nd 2023 to **Present**.
- According to Guidelines Check and Verify the YouTube videos.
- Find out errors in YouTube videos & Flag Errors.

Accountant – Falcon Steel, Palakkad, Kerala

- From the period of February 25th 2020 to January 9th 2023.
- Customer account management, Prepare accurate, timely financial reports of company.

Accountant – Jwala Steels and Trading Company

- From the period of February 16th 2017 to November 30th 2019.
- Sales, Maintained Financial Records, Book keeping, Billing

Assistant manager – Manappuram Finance Ltd

- From the period of January 20st 2015 to December 1st 2016.
- Customer Service, Money Transfer, Gold Loan & Other Financial Services

Technical Skills

- Tally. ERP – Prime Silver (Billing – EWAY bill, Invoice)
- Accounting
- MS Office- Word, PowerPoint, Excel

Education

**Bachelor of Commerce: Finance -
University of Calicut, Calicut, Kerala.**

2011-2014