



AKASH KRISHNAN

CONTACT ME AT

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LANGUAGE KNOWN

ENGLISH (PROFICIENT)
HINDI (PROFICIENT)
MALAYALAM (NATIVE)

SKILLS SUMMARY

Holistic knowledge of HR
and administration skills

Knowledge of Accounting
principles and practices

Advanced Knowledge of
Microsoft Office

Exceptional communication
and networking skills

CERTIFICATION

TALLY ERP

PASSPORT AND VISA

PASSPORT NUMBER : R 1771358

VISA STATUS : VISIT VISA

PERSONAL PROFILE

Possess 4+ years of professional experience in HR operations and accounting catering to requirements from different stakeholders including business customers and internal branch teams across the country. Specialized in vendor management, data sourcing and sales operations.

WORK EXPERIENCE

HR and Accounts Executive

INDUS METAL LLC | Mar 2022 - July 2022 | UAE

- Delivered top-notch HR support to the organization by implementing effective sourcing, screening and interviewing techniques
- Act as a point of contact between management and employees and managing employee grievances
- Managing visa process of new employees and renewal of existing employees as per the UAE labour law
- Posting accounting entries in Tally, managing petty cash and ensure timely bank payments
- Preparation of report on the company's financial health and liquidity, assist in audits of financial transactions and documents

Admin Executive

Newgen Software Technologies Ltd | Jun 2018 - Jan 2022 | DELHI

- Delivered top-notch operational support to office staff, clients from varied industrial background
- Planned and executed events for employees and clients, managing logistics, budgeting and vendor coordination
- Produced process qualified and industry validated, customized reports

EDUCATIONAL HISTORY

S N arts and science College

Bachelor in commerce

Evergreen Public School

Commerce

Kerala Education Sr. Secondary School

10th Grade

DECLARATION

All information in this resume is true and correct to the best of my knowledge and belief.

PLACE : DUBAI

AKASH KRISHNAN