

# ASHAMOL CHANDRAN

Accountant

Experienced, detail-oriented accountant seeks a position with ABC Company which will allow utilization of my problem-solving skills and development analytical skills, as well as an advanced understanding of popular accounting and tax software.



[ashachandran02@gmail.com](mailto:ashachandran02@gmail.com)

+971524289124

Dubai, UAE

## WORK EXPERIENCE

### Office Assistant

#### Asiad Advertiser

04/2014 – 08/2014 Kottayam.

##### Achievements/Tasks

- An Office Assistant's responsibilities include taking calls from customers and delivering messages while also using basic office equipment like faxes or scanners.
- They help maintain files to keep track of important documents,
- organize travel arrangements,
- manage supply inventory and perform data entry as required.
- Preparation of Invoice

### Accountant

#### Agritex

08/2015 – 03/2018 Kottayam.

##### Achievements/Tasks

- Substantiate financial transactions by auditing documents.
- Maintain accounting controls by preparing and recommending policies and procedures.
- Guide accounting clerical staff by coordinating activities and answering questions.
- Reconcile financial discrepancies by collecting and analyzing account information.
- Prepare asset, liability, and capital account entries by compiling and analyzing account information

## SKILLS

Good Motivational

Ambitious

Good Communication

Enthusiastic

Creative and Dedicated to Work

Leadership Quality

Smart Working Nature

## LANGUAGES

English

Malayalam

Full Professional Proficiency

## HIGHLIGHT OF EXPERIENCE

- Proven ability to work collaboratively with diverse groups and establish ongoing relationships.
- Capable of quickly understanding how systems are used in order to provide efficient support.
- Demonstrated outstanding customer orientation using strong communication skills.

## EDUCATION

### Bachelor of Commerce

MG University, Kerala

2015 - 2017, India

### Accountant

#### P.S.Kesevan and Sons Distribution Company

Jan 2022 – Till Continue Kottayam.

##### Achievements/Tasks

- Timely, accurate information.
- Internal controls.
- Ability to use systems productively.
- Works well with others.
- Technical & business expertise.

COMPUTERS PROFICIENCY

- Computerised Accounting (Tally)
- MS Office.
- Programming Techniques.

PERSONAL DETAILS

Date of Birth	:	16.06.1992
Gender	:	Female
Marital Status	:	Married
Husband's Name	:	Pramod.E.P
Religion	:	Hindu
Nationality	:	Indian
Languages Known	:	English, Malayalam