

**KAVYA SURESH**

Babu 's Bldg, 2 nd Floor, Room no. 202, Al Rigga, Deira, Dubai

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CAREER OBJECTIVE

To associate with a progressive organization that gives me an opportunity to update my knowledge and skills and lead towards the growth of the organization utilizing my functional experience for the fulfilment of organizational goals with dedication, focus, proactive approach, positive attitude and passion.

EXPERIENCE

- **Shikha Indane LPG Gas Sales & Services Co, Punalur, Kollam, Kerala.** *November 2018 - June 2019*
Receptionist & Office Assistant
Maintain day to day entries of sales.
Maintain store books.
Maintain account book.
Maintain receipts.
Maintain sales, purchase, expenses invoice.
- **Arangu Dance & Event Management Company, Deira, Dubai, UAE.** *September 2019 - January 2020*
Admin with Accounts
Maintain day to day entries.
Maintain account sections.
Maintain students report.
Maintain admission details.
- **Acrolight Advertising Equipments Trading, Hor Al Anz, Dubai, UAE.** *February 2020 - Present*
Junior Accountant with Illustrator Designer.
Maintain all days of data entries..
Maintain store account section.
Maintain Monthly sales tax/vat services.
Maintain all types of account section.
Design in illustrator. (adobe illustrator)

EDUCATION

- **Sabarigiri Senior Secondary School, Punalur, Kollam, Kerala**
10th
7.9
- **Higher Secondary School For Boys, Punalur, Kollam, Kerala.**
12th(Commerce)
89%
- **IAT Institute of CA, Kottarakara, Kollam, Kerala**
CA (Foundation)

TECHNICAL SKILLS

- Tally (version 5,6,7.2&ERP9,REP9.3)
- MS Office (Specializes in Ms Word & Ms Excel)
- Data Base Management
- Language Basic
- Adobe illustrator

PERSONAL STRENGTHS

Positive attitude.
Good in Calculation.
Excellent in computer skill.
Have patience and stamina to work for long time.
Believe in smart work.

PERSONAL PROFILE

- Date of Birth : 24/10/1999
- Marital Status : Single
- Nationality : Indian
- Known Languages : English, Malayalam, Tamil,
- Passport : TO575090

DECLARATION

I consider myself as a right candidate for this position and I am confident of my ability to work in a team as well as in a single and challenging environment. Hereby declare that the information furnished above is true to the best of my knowledge.

KAVYA SURESH