



P S AMALDEV

ACCOUNTANT AND SALES OFFICER

OBJECTIVE

Seeking a challenging career where I could add my knowledge and skills for the better productivity of the organization

PERSONAL DETAILS

DOB : 25-05-1996
Gender : Male
Nationality : Indian
Marital status : Single

CONTACT DETAILS

MOBILE:0561106472
EMAIL: amaldev2864@gmail.com

UAE

WORK EXPERIENCE

Procurement & Project Coordinator

de THIRD ANGLE CONSTRUCTION, Kollam
Kerala | January 2018 – September 2021

- Purchasing of building materials as per clients requirements as instructed by the site engineer.
- Receiving & depositing cheques from clients
- Ensuring accounts and suppliers were paid on time
- Coordinate with finance and (H/R)
- Worked with different stakeholders to ensure each project was on time and in budget
- Coordinate with the warehouse to ensure stock are available as per requirements
- Ensuring the quality and quantity of materials
- Following up on deliveries and delay of orders and communicating up this with the clients
- Collection of documents for approvals
- Cross checking
- Paying daily wages to labours as per daily labour report given by the site engineer

Junior Sales Officer (Finance)

Chola Business Services Limited. Kollam,
Kerala | August 2017 – Dec 2017

- KYC document collection from clients.
- File login and documentation
- Meeting with clients physically and virtually for any queries and feedback
- Reviewing daily updates and preparing reports
- Cibil score assessment of clients
- Handling front desk operations
- File disbursement and NOC approval

Portrait Photographer | Freelance

- Video documentation for election commission under Kerala police service Tec department.
- Colour grading of RAW images using Lightroom/Photoshop.
- Created social media contents for customers
- Assisted in photography lighting and equipment management

TECHNICAL SKILL

- Ms Office (Word & Excel)
- Tally ERP 9
- Photoshop
- Lightroom

SKILLS

CREATIVE THINKING

★★★★★

ADAPTABLE

★★★★★

TEAM LEADERSHIP, PLANNING AND
DIRECTING

★★★★★

MARKETING

★★★★★

PRESSURE HANDLING

★★★★★

HOBBIES

PHOTOGRAPHY

DRAWING

DRIVING

CINEMATOGRAPHY

LANGUAGES

English

★★★★

Hindi

★★★★

Malayalam

★★★★

Tamil

★★★★

ACADEMIC HISTORY

B.COM with COMPUTER APPLICATION

The Chapter College | M G University | Kollam,
Kerala | May 2014 – October 2017

HIGHER SECONDARY EDUCATION | SCIENCE

Auxilium English Medium School | ISC Board |
Kollam, Kerala 2012-2014

SECONDARY EDUCATION | SCIENCE

Infant Jesus Higher Secondary School |
ICSE Board Kollam, Kerala, India | 2012

PASSPORT DETAILS

- Passport No : R4632721
- Date of issue : 03-10-2017
- Date of expiry : 02-10-2027

DECLARATION



I hereby declare that the above-mentioned details are true to
the best of my knowledge & belief

Place
Date

P S AMALDEV