

KELVIN SILVA

Dubai

Email: kelvinsilva123@yahoo.com

Phone: +971552489496

WORK EXPERIENCE

- **Accounts Assistant, SREELAKSHMI FINANCIERS**, , India(Mar 2018 to Dec 2020)
- **Accounts Executive, SULFEX MATTRESS**, , India(Oct 2014 to Feb 2018)
- **Customer Service Executive, MUTHOOT FINCORP LIMITED**, , India(Feb 2011 to Oct 2014)

EDUCATIONAL BACKGROUND

- **Kerala University**, , Bcom, 2010,

SKILLS

- **ms office and well versed with internet and email**
- **good communication skills • tally**
- **tally**
- **ms office**
- **interact effectively with people on all levels.**
- **• ability to do multi tasks. good team player. works under pressure.**

PERSONAL BACKGROUND

- **Birthday:** - 1988-06-16