



ATHUL T PILLAI

Sharjah, U.A.E

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Career Objective

To obtain a position that will enable me to use my organizational skills, educational background and ability to work well with people, as well as develop my professional and personal abilities to help in the growth of the organization.

Key Skills

- Excellent ability to work with numbers
- Good Organizational skills & very careful to details
- Highly trustworthy, discreet & strong work ethics
- Ability to learn new concepts & improve the existing ones
- Ability to handle multiple tasks & work under pressure
- Excellent typing skills (less than 40wps)

Educational Qualifications

- **Bachelor of Commerce (B. Com) from Kalinga University, India**
- **Diploma in corporate Accounts Management with SAP**
- Elementary : Dr.C.T Eapen Memorial .H.S.S, Kerala, India

Computer Skills

- Proficiency in Ms Office package (Microsoft Word, Excel, Access, PowerPoint, Outlook Express)
- Accounting Software : QUCIK BOOK-2018, PEACH TREE
- Accounting Software : Tally (Tally.ERP 9)
- Certificate Course in SAP (2018)

Work Experience

CHOICE SUPERMARKET ,KOLLAM DECEMBER 2020 TO JANUARY 2022

Position Held: Cashier cum Accounts Assistant

- Preparing, reviewing, analyzing, posting journal entries, reporting and reconciling of financial transactions.
- Collecting Cash from customer
- Responsible for preparing monthly payroll statements.
- Maintained up to date confidential client files and handled accounts payable and accounts receivable.
- Answers phone calls and queries from potential and existing customers.

BEAUTY SILKS ,TIRUR ,KERALA MAY 2018 TO JANUARY 2019

Position Held: Junior Accountant

- Preparing, reviewing, analyzing, posting journal entries, reporting and reconciling of financial transactions.(TALLY ERP9)
- Responsible for preparing monthly payroll statements.
- Maintained up to date confidential client files and handled accounts payable and accounts receivable.
- Administered online banking functions and was responsible for preparing bank reconciliation statements on a monthly basis.
- Kept a record of regular attendance of all the employees of the organization for salary purposes.

Personal Details

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|--|---|-----------------------------------|
| <input type="checkbox"/> Nationality | : | Indian |
| <input type="checkbox"/> Sex | : | Male |
| <input type="checkbox"/> Date of Birth | : | 25/09/1995 |
| <input type="checkbox"/> Linguistic Skills | : | English, Hindi, Malayalam & Tamil |
| <input type="checkbox"/> Visa Status | : | Visit Visa |

Declaration

The above mentioned details are correct as per my knowledge and belief.

Place: Sharjah

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