



ARUN RADHAKRISHNAN



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PROFILE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

SKILLS

- Strong written and oral communication.
- Organization and attention to detail.
- Tally ERP 9.
- Mathematical and deductive reasoning.
- Complaint Management
- Team Management
- Data analysis.
- Software proficiency.
- Analytical and problem solving skills.

EXPERIENCE

ACCOUNTING

(JUNE 2018 -2021).

GRAND EXPRESS HYPERMARKET , SHARJAH

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations

CUSTOMER SERVICE

(JAN'2017- MARCH 2018)

PHOENIX PACKAGING PVT LTD - INDIA

- Maintaining a positive, empathetic, and professional attitude toward customers at all times.
- Responding promptly to customer inquiries.
- Communicating with customers through various channels.
- Acknowledging and resolving customer complaints.
- Knowing our products inside and out so that you can answer questions.
- Processing orders, forms, applications, and requests.
- Keeping records of customer interactions, transactions, comments, and complaints.
- Communicating and coordinating with colleagues as necessary.
- Providing feedback on the efficiency of the customer service process.
- Managing a team of junior customer service representatives.
- Ensure customer satisfaction and provide professional customer support.

EDUCATION

- B.Com in Finance 2018 Sree Narayana Guru College , Coimbatore.
- Tally . ERP 9
- Microsoft Office
- HSE in Science (Biology,Physics,Chemistry,Maths) 2015 KCP HSS Kavassery
- SSLC in Science Maths and General Subjects 2013 ASMMHSS Alathur

Hobbies

Travelling, Reading, Playing Cricket

Personal Information

Date Of Birth	:	31/10/1996
Marital Status	:	Single
Gender	:	Male
Nationality	:	Indian
Language	:	English, Hindi, Malayalam and Tamil