

## CURRICULUM VITAE

# HARILAL K U

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**Address:** Dubai sports city,  
Global Golf Residence 2,  
Room No: 1509.



## Career Objective

I am a BCom graduate and I have done my specialization in Computer Application and I done a diploma course in Digital Marketing. I have One year experience as an Accountant cum Office Administrator. I aspire to become a best employer in the future and would like to work at your organization.

## Area of Expertise

- Financial Accounting • Account Management • Data Management • Handling Payroll
- Understanding of financial reporting • Performing accounts payable and receivable
- Digital Marketing • Social Media Marketing • Search Engine Optimization

## Work Experience

**Accountant cum Office Administrator - Columbus International Pvt Ltd      Aug 2019-Dec 2020**

- Monthly Audit Students Fee Register in Excel.
- Maintain Salary Account.
- Prepare Students meeting and Appointments.
- Scheduling meetings and appointments.
- Issuing E-Mail to Staff and Students.
- Maintain Social Media Calendar.
- Office administration.
- Office documentation

## Academic Project

- **A Study on post purchase behaviour of Hero Motorcycle with preference of KM Motors Changaramkulam.**

Academic projects are student research projects carried out as part of their course, degree or research. In this project I worked with the firm and recorded their response as a survey and I randomly took 50 samples for my research.

### Academic Qualification

Year	Course	Board/Institution	% of Marks
2020	Master of Commerce	Bharathiar University Tamil Nadu - India	Pursuit to finish
2019	Bachelor of Commerce Specialization in Computer Application.	University of Calicut, Kerala-India	Passed
2016	Higher Secondary.	Board of Higher Secondary Education, Kerala- India	Passed
2014	S.S.L.C.	Public Examination Board Kerala-India	Passed

### Certifications

- SMEC Technologies-R&D Training, Wing SMEC Automation Pvt Ltd – Post Graduate Diploma in Digital Marketing
- Diploma in Financial Accounting with Tally and MSOffice

### Software Exposure and Strengths

- **Tally ERP 9, MS office Tools and Canva**
- Teamwork skills, Ability to learn and adapt quickly, Planning and closing skills, Highly self-motivated, Punctuality and Think and decision making

### Personal Information

**Full Name** : Harilal K U

**Place Of Birth** : Kerala- India

**Date Of Birth** : 23<sup>th</sup> Sep 1997

**Nationality** : Indian

**Marital Status** : Single

**Visa Status** : Visit Visa (long term)

**Passport No** : U 6903846

**Languages Known** : English, Hindi and Malayalam

### Declaration

I hereby declare that the above given details are true to the best of my knowledge and belief.

**Place** : Dubai

**Date** :

**Thanks & Regards**

**Harilal K U**