



# KARIS.A

**Mobile:**

056 3165 368

**Email:**[harishbca93@gmail.com](mailto:harishbca93@gmail.com)

**Address:**

Neeladhanallur  
Neeladhanallur (PO)  
Kumbakonam (TK)  
Tanjour (Dr)  
Tamilnadu..

## SKILLS

- Ms office, Tally, Database & Excel

## STRENGTHS

- Self Motivated, Detail-oriented & learning speed..

## FIELD OF INTEREST

- Account Assistant, Computer Operator & Maintenance Department

## HOBBIES

- Agriculture

## OBJECTIVE

Seeking a challenging entry level position where I can apply my Quality skill & knowledge and contribute to the success of company and which will help me to develop my new skill to be more innovative...

## JOB EXPERIENCE

**Universal Technical Co Ltd ( Saudi Arabia) Account Assistant** May 2017 - July 2021

I was follow of two division invoice prepared . 1. Port FASHA invoice & logistics transportation invoice. 2. Account Receivables( AR) and bank statement verification daily based. 3. Weekly based I was prepared of Customer Aging report . 4. Payment voucher & petty cash .. 5. I was prepared customer Statement of Account (SOA) 6. Customer Email communications follow..

**CAMS ( Computer Age Management Service) Assistance Processing Officer.** Feb 2016 - Jan 2017

I was working of bank statement verification and i prepared of bank reconciliation statement (BRS) ..

## EDUCATION

**Institution:**Minerva Higher Secondary School / Annai College Of Arts & Science

**Major:**Bachelor Of Computer Application

**Percentage:**65

**Year of Passing:**2014

## PROJECT DETAILS

**Project Title:**Online Survey Tools

**Description:**Online survey tools are software solutions that provide the ability to create.run and interpret various types of surveys either on the user own website.on email or on hosted web pages..

**Duration:**

**Role:**

**Team Members:**

## PERSONAL DETAILS

**Father's Name :** Abbas

**Date of Birth :**1993

**Gender :** Male

**Marital Status :** Single

**Nationality :** Indian

**Languages Known :** Tamil & English

## REFERENCES

**Karis. A** **Account Assistant**

**Phone Number:** 056 3165 368

**Email Address:** [harishbca93@gmail.com](mailto:harishbca93@gmail.com)

## DECLARATION

I hereby declare that the above particulars of facts and information stated are true .correct and complete to the best of my belief and knowledge