

Dear Sir,

In pursuit of an exciting career and to widen the horizon of my knowledge, I am exploring the possibilities of a challenging assignment in an organization of repute. Thus, I take this opportunity to introduce myself as an interested candidate for the position of Accounting Assistant.

Please find my CV, which gives you more specific information as to my profile, highlights of my qualifications, work experience, and educational background that have always been oriented toward such a goal. I assure you that I will do my best to discharge my duties diligently to the entire satisfaction of my superiors and strive constantly to merit your confidence and be worthy of my selection

I look forward to an opportunity for a personal interview and would be pleased to provide any further information that you may require.

Thank you for your time and consideration.

Akshay M.V

Mob: +971 509 354 703

# AKSHAY. M.V



## CONTACT

Email : akshaymv0808@gmail.com

Phone : +971 509 354 703

Visa Status : Resident Visa

## SKILLS

MS Word

MS Excel

MS PowerPoint

Communication

Time Mangement

Critical Thinking

## EDUCATION

BBA / HR (NES Triprayar, Kerala)

## ACHIVEMENTS

*Awarded by KMF Fisheries, for Outstanding Performance.*

## PROJECT

*Completed Project on "Absenteeism Among the Employees" at KLF Nirmal Industries Pvt. Ltd. Thrissur*

## PERMANENT ADDRESS

Marathedath House

Chemmapilly P.O

Thrissur, Kerala, India

## REFERENCES

Available on request

## OBJECTIVE

BBA Graduate with experience as procurement in charge. Dedicated and committed to growing and expanding businesses and have a proven track record of success. Hold extensive knowledge of business practices, economics, and acquiring. Prioritize strong communication skills to delegate tasks and lead employees effectively. Eager to join a team and help improve an organization's focus.

## EXPERIENCE *(Accounting & Procurement Assistant)*

One year of experience as an Accountant & Procurement assistant in KMF Fisheries, Kerala, India from 1<sup>st</sup> August 2018 to 31<sup>st</sup> July 2019.

Currently working as Procurement in charge in BAB Contracting L.L.C

## PROFFESIONAL ACHIVEMENTS

Oversee all inventory and purchases, identifying areas of potential savings. Relay information to inventory and employee management team, taking their reports into consideration at all times. Create forecast of demand to be prepared for upcoming requirements. Review delivery orders to ensure supply is met, taking availability, cost, manufacturing process, and lead times into consideration.

## STRENGTH

Able to adapt and adjust with circumstances

Good communication Skills

Ability to take initiatives and co-ordinate activities

## PERSONNEL DETAILS

Father Name : Venu M.V

Date of Birth : 28-07-1994

Passport No. : S6906455

Marital Status : Single

Nationality : Indian