



ATHUL CHALANGODAN

Office Administrator /Accountant

PERSONAL PROFILE

To succeed in an environment of growth and excellence and earn a job which provide me job satisfaction and self-development. I have strong literacy and communicative skills. I am a good team player who is able to work with clients and colleagues at all levels.

CONTACT

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athulkolachery555@gmail.com

ADDRESS

Samari Residences, Ras Al khor
Dubai
Availability: Immediate Joining
Visa Status: Visit Visa

PERSONAL INFO

Nationality: Indian
Gender: Male
Marital status: Single
Date of Birth: 18 July 1996

LANGUAGES

English: Fluent
Malayalam: Native
Hindi: Limited Working Proficiency

TECHNICAL SKILLS

MS Office (Excel, Word)
Tally

EDUCATION

MBA (Finance & Marketing) - 2017-19

Sambhram academy of management studies
University Of Bangalore,

B.COM (With co-operation)- 2014-17

Morazha co-op Arts science college,
University of Kannur, Kerala,

WORK EXPERIENCE

SBI Cards and payment service LTD - Feb 2020 - Jan 2021

Branch Relationship executive

(State Bank of India Mayyil Branch, Kannur, Kerala) (State Bank of India Karinkalkuzhi Branch, Kannur, Kerala)

- Meeting with clients and handle their complaints and ensure high customer satisfaction standards.
- Find out the eligible customers through data provided by bank and ensure card sales.
- Working towards monthly or annual targets.
- Preparing daily sales records.

Manappuram Group of Enterprises (Maben Nidhi LTD) Feb 2021 - Nov 2021

Junior Assistant (Accounts)

- Day to day business transaction recording.
- Dealing with cash and cheque transaction.
- Account reconciliations, book keeping, accrual accounting, budgeting processes, and payroll.
- Responsibilities for the general accounting function including preparing journal entries, maintaining balance sheet schedules and ledgers and bank reconciliation.

INTERPERSONAL SKILLS

- Ability to rapidly build a relationship and set up trust.
- Good leadership quality.
- Ability to cope up with diverse situations.
- Good verbal & oral communication skills.