



ABHIJITH R S

To work in a challenging role that gives me an opportunity to use my knowledge, experience and skills for the benefit of the organization and the same time allows me to grow as a professional and as an individual.

CONTACT:

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Address:-

AJMAN, NEAR FISH MARKET,
LIWARA 2,
FLAT NO. 303

PERSONAL INFORMATION:

Date of Birth : 30/11/1993

Marital Status : Married

Nationality : India

PASSPORT DETAILS:

Passport Number: N1612362

Date of issue : 05/08/2015

Date of Expiry : 04/08/2025

Place of issue : Trivandrum

VISA DETAILS:

Date of issue : 28/11/2021

Valid until : 26/01/2022

CURRICULUM VITAE

WORK EXPERIENCE

ZENJ EXCHANGE CO.WLL BAHRAIN ACCOUNTANT

August 2018 to December 2020

- Preparation of monthly Financial statements.
- Maintaining petty cash.
- Preparation of day to day accounts activities.
- Preparing and maintaining receipts and payments vouchers for all the cash and bank transactions on day to day basis.
- Preparation of Bank Reconciliations.
- Knowledge and experience in VAT.

VERITY SPARE PARTS CO.WLL BAHRAIN JUNIOR ACCOUNTANT

January 2017 to July 2018

- Preparation of journal vouchers.
- Maintain purchase, sales, payments and bank transfers.
- Preparation of quotations.
- Preparation of petty cash book.
- Document control.
- Follow up and collection of payments.

SKILLS

Tally
MS Office
MS Excel
REMAC

LANGUAGE

English
Hindi
Malayalam
Tamil

INTERESTS

Travelling
Swimming
Reading
Music

DECLARATION:

I heard declare that all the above given information are true and correct to the best of my knowledge and belief.

Place :

Date :

ABHIJITH R S

THRISSUR GOLD MAHAL JEWELLERY

April 2015 - December 2016

CASHIER

- Manage customer transactions both cash and card payments.
- Scan items and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Resolve customer complaints, guide them and provide relevant information.
- Generate cash related documents and accounts reports.

EDUCATION

- Madurai Kamaraj University
June 2014 to April 2016

M Com

- Kerala University

June 2011 to April 2014

B Com

- Govt.HSS Venjaramoodu

June 2009 to March 2011

Commerce

- Govt.H S S Venjaramoodu

March 2009

SSLC