

**JISHNU BALAKRISHNAN**

**ABU SHAGARA**

**SHARJAH, UAE**

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Mob: +971 568568657



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*Aiming for career enrichment in the field of Sales & Marketing/ Office Assistant*

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#### **CAREER OBJECTIVE**

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I seek a challenging assignment in organization that will utilize my knowledge and experience. My aim is to contribute to the objective of the organization and to grow with it. Having an experience in the fields of competition I can be sure of my commitments towards the Company which will Endeavour far most in achieving goals

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#### **PROFESSIONAL SUMMARY**

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- ☐ Worked as a cashier cum data entry operator
- ☐ Worked as Office Assistant cum Accounts Assistant.

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#### **Strength:**

- ☐ Positive attitude, hardworking and ability to work under pressure
- ☐ Ability to reach goals
- ☐ Leadership quality

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#### **WORK EXPERIENCE**

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- ☐ **KANNUR SIGNATURE (SUZUKI)**

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**Designation : CASHIER CUM DATA ENTRY**

**Duration : From 12/02/2018 to 05/01/2019**

**JK GROUP OF COMPANIES**

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**Designation : ACCOUNTS ASSISTANT**

**Duration : From 09/01/2019 to 26-03-2020**

**Roles & Responsibility:**

- ☐ Posting of Sales, Purchase and Expenses
- ☐ Bank and Treasury related cash deposits and Fund Transfer
- ☐ Maintaining the daily Reports

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**ACADEMIC QUALIFICATION**

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- ☐ Higher Secondary Education from Board of Govt. of Kerala, India
- ☐ S.S.L.C from Board of Public Examination Govt. of Kerala, India.

**TECHNICAL SKILL**

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- ☐ Windows, MS-Office (Word, Excel, Access, PowerPoint) Internet.
- ☐ Tally ERP.9 (Course Name- SAMBAT) from SREE SANKARACHARYA COMPUTER CENTRE, KANNUR

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**PERSONAL DETAIL**

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Date of Birth : 26/01/1997  
Sex : Male  
Marital Status : Single  
Nationality : Indian  
Religion : Hindu  
Passport No : S0859881

**Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: SHARJAH

Date:

yours faithfully  
JISHNU BALAKRISHNAN