

OBJECTIVES

To engage in a career that will allow for progress in terms of expertise ,socio-economic development,and innovation through exposure to new ideas for professional growth,as well as the growth of the company.



EDUCATION

Bachelor of Commerce
(Mon 06/04/18 ~ Mon 06/29/20)

RESHMI P R

reshmipr222996@gmail.com
971504165409
Karama,Dubai

EXPERIENCE

Rajadani Super Market,Kerala
(Thu 02/04/21 ~ Thu 10/21/21)

- *Preparing and recording daily sales invoices and purchase invoice.
- *Recording journal entries,payment receipts and remittances.
- *Preparing monthly report on freight expenses.
- *Updating and monitoring inventory and Preparing monthly reports of inventory stocks.
- *Updating and encoding customer's Accounts Receivables and Accounts Payables.
- *Preparing credit and debit notes and filing documents.
- *Preparation of local purchase order.
- *Follow up for the receivables in wholesale division.
- *Assistance in Preparation of staff payroll.

SKILLS

- *Creativity
- *Interpersonal skills
- *Communication
- *Problem Solving
- *Teamwork skills
- *Decision Making
- *Adaptability
- *Active Listening
- *Management

LANGUAGES

English
Hindi
Malayalam

INTERESTS

- *Drawing
- *Making content videos
- *Travelling

PROJECTS

Intern At EASAF
(Fri 01/31/20 ~ Wed 01/01/20)

ACHIEVEMENTS

Best Performer,
Rural Self Employment Training
Institute

REFERENCES

Roy
Director of Elshadhai