

Kelvin Silva

Dubai-Uae

Contact No : +971552489496

Email : kelvinsilva123@yahoo.com



► Career Objective

A Challenging career in an esteemed establishment where I can apply my knowledge skills in the right way towards the achievement of group goals

► Academic Details

Name of Exam passed	Name of Institution	Board	Year of passing
S.S.L.C	St.Antony`s High School, Valiyathura	Directorate of public Exam Govt.of Kerala	March 2004
Higher Secondary	St. Antony`s Higher Secondary School, Valiyathura	Higher secondary Directorate Govt.of Kerala	March 2006
B.com	St.Xaviers College, Thumba	Kerala University	March 2010

► Work Experience

• SREELAKSHMI FINANCIERS

Accounts Assistant

Mar 2018 - Dec 2020

Role : 1.Provide Administrative support to the cheif Accountant.

2.Undertaking all clerical task such as filing, making phone calls, handling mails and basic book keeping.

3.Maintain petty cash book and day today expense report.

4.Preparing bank reconciliation statement.

• SULFEX MATTRESS

Accounts Executive

Oct 2014 - Feb 2018

Role : 1.Preparing brs statement.

2.Maintain petty cash book and main cash.

3.Administrative task such as making invoices, vouching, filing.

4.Mis reporting to the Accounts department.

5.Preparing monthly sales reports.

• MUTHOOT FINCORP LIMITED

Customer Service Executive

Feb 2011 - Oct 2014

Role : 1.Customer Service

2.Vouching, filing and maintain ledgers

3.Petty cash and main cash maintainance

4.Money transfer services such as western union, express money, transfast, money gram

5.Dealing foreign currency exchange.

➡ Field of Interest

- Accounts, sales, banking

➡ Skills

- Good computer skills with a knowledge of common bookkeeping and spreadsheet programs. Math skills. Teamwork skills. Strong written and verbal communication skills.
- Tally, MS Office and well versed with internet and email

➡ Strength

- Ability to do multi tasks. Good team player. Works under pressure.
- Good communication, administration, Co-ordination and Extra Personal Skills. Well developed communication Skills both verbal and written. Interact effectively with people on all levels.

➡ Hobbies

- Playing cricket, listening music.

➡ Reference

SANJU. S. R

Proprietor

SREELAKSHMI FINANCIERS

9447010994

SATHEESH

Manager

SULFEX MATRESS

9495921615

JAYASREE S KUMAR

Branch manager

MUTHOOT FINCORP LIMITED

9847390890

Personal Details

Date Of Birth	:	16.06.1988
Sex	:	Male
Father Name	:	Edwin Silva
Religion	:	Christain
Nationality	:	Indian
Marital Status	:	Married
Languages Known	:	English, Hindi, Malayalam
Passport Number	:	U2364056
Visa Type	:	Visit Visa
Visa Expiry Date	:	04.04.2021

➡ Declaration

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place : Dubai


Kelvin Silva