

KRISHNENDU K U

E-mail: kaaayu143@gmail.com

Visa Status: Visit Visa

Contact : 0565614418, 0528466601



OBJECTIVE

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. Responsible for the examining, analysing, and preparing financial records and statements for an organization and provide input and advice on financial matters including those systems used to track and record costs and expenses.

EDUCATIONAL QUALIFICATION

- | | |
|---|-----------------------------------|
| • Bachelor, Corporate Secretaryship
Bhaktavatsalam Memorial College
Madras University Board
Korattur, Chennai | Graduated, July 2012
Marks 80% |
| • 12th
St: Joseph H.S.S Pavaratty
State Board
Pavaratty, Thrissur | Graduated, July 2009
Marks 87% |
| • 10th
C.K.C.G.H.S Pavaratty
State Board | Graduated, May 2007
Marks 83% |

WORK EXPERIENCES

2019 January to 2019 may in Maxlife insurance, As an Agency Development Manager ,Thrissur

Work Profile/Responsibilities

- Develops agents to recruit sales force with the capability to access its desired target market.
- Drives quality agents by implementing developmental and motivational activities to increase productivity and competence.

- Coordinates with Agency Training and Development unit for developmental programs.
- Implements and promotes sales drives and campaigns in coordination with Agency Development.
- Monitors persistency of business in the assigned branch.
- Augments performance activity of agents and crafts solutions to improve business conservation.
- Ensures that the agency distributors adhere to company policies, business practices and norms.
- Develops and maintains high morale among agency distributors.

2017 October to 2019 January in Kokkens St. Joseph Sweet Products, As an Accountant ,Thrissur

Work Profile/Responsibilities

- Post and process journal entries to ensure all business transactions are recorded .
- Examine the income and expenditure of the organisation.
- Assist with reviewing of expenses, payroll records etc. as assigned.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Establishing bank accounts, funds and trusts.
- Manage cash flow and investment projects.
- Secures financial information by completing database backups.
- Prepares payments by verifying documentation, and requesting disbursements.

2012 March – 2015 April worked in G K Management Services India Ltd as an Accountant cum US Tax Processor

Work Profile/Responsibilities

- Payroll Outsourcing model where we collect inputs from the corporate, process the payroll at our end and submit the statutory & non-statutory reports to the corporate on pre-decided dates.
- Bookkeeping.
- Monitoring receivables and payables.
- Independent scrutiny of all accounting transactions.
- Generation of financial statements on a periodical basis.
- Bank reconciliation.

ACCOUNTANT SKILLS

- Accounting
- Reporting Skills
- Attention to Detail
- Confidentiality
- Time Management
- Data Entry Management
- General Math Skills

TECHNICAL SKILLS

- Tally ERP 9
- Quick Books
- Accounting C S
- MS-word
- MS-excel
- MS-power point

PERSONAL PROFILE

Address	:	Ajman , UAE
Gender	:	Female
Date of Birth	:	14 th September,1991.
Languages Known	:	English, Hindi, Malayalam,Tamil.
Nationality	:	Indian
Passport number	:	L6078071
Visa validity	:	extendable
Contact Number	:	0565614418,0528466601

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Yours Sincerely,
KRISHNENDU