



ALAN BABY

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Kanattu House, Chittarikkal, Kasargod, Kerala (India), 671326, Kasargod, India

About me: Dependable. I am a dependable person who is great at time management. I am able to handle multiple tasks on a daily basis. Creative. I use a creative approach to problem solve.

● WORK EXPERIENCE

22/08/2019 – CURRENT – Ernakulam, India

ACCOUNTS EXECUTIVE – CODCOR TECHNOLOGIES PVT LTD

- Keeping an eye on **incoming payments from accounts receivable** and outgoing payments from accounts payable
- Analyzing data collected in order to **determine the state of the company's financial health**
- Analyzing data to understand where the company is **generating and losing revenue**
- Generating **financial reports** that display the company's profits, equity and cash flow
- Examining **bank statements and reconciling** them with general ledger entries
- **Foreign exchange** cashiers process cash transactions from clients in national and foreign **currencies**.

01/04/2019 – 30/06/2019

ACCOUNTING ASSISTANT – POOMKUDY AGENCIES

- Prepares asset, liability, and capital account entries by compiling and **analyzing account information**.
- Documents **financial transactions** by entering account information.
- **Billing**
- **Generating** sales reports
- Making **discounts** for each customers

HYDERABAD, India

01/05/2017 – 31/07/2017

LOGISTICS EXECUTIVE TRAINEE – HINDUSTAN CARGO LTD

- Documentation of **Air & Freight** Operations

01/04/2015 – 13/06/2016 – Bheemandy, India

ACCOUNTANT – S.M FOODS

- Administering payrolls and controlling income and expenditure.
- Compiling and presenting reports, budgets, business plans, commentaries and financial statements.
- Analyzing accounts and business plans.

BHEEMANADI, KASARGOD, India

● EDUCATION AND TRAINING

04/06/2002 – 30/03/2013 – Chittarikkal, India

SSLC – St.Marys EMHS Chittarikkal

04/06/2013 – 30/03/2015 – Chittarikkal, India

PLUS TWO – St.Thomas HSS Thomapuram

30/06/2016 – 30/07/2017 – CALICUT, India
DIPLOMA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT – Transglobe Academy

01/10/2017 – 30/12/2017 – Payyannur, India
DIPLOMA IN OPTICAL TECHNICIAN – Airborne Institute

01/05/2018 – 30/11/2018 – Cherupuzha, India
PROFESSIONAL DIPLOMA IN COMPUTERIZED FINANCIAL ACCOUNTING – NTS computer education

2016 – 2019
BACHELOR OF COMMERCE – Madurai Kamaraj university

● LANGUAGE SKILLS

Mother tongue(s): MALAYALAM

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
HINDI	B2	C1	B2	B1	C1
TAMIL	B1	A1	B2	B1	A1
ENGLISH	C2	C2	C1	C1	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Google Drive | Facebook | Twitter | Microsoft Excel | Microsoft Word | Microsoft Access | Finacle tally Erp 9 | SAP

● ORGANISATIONAL SKILLS

Organisational skills

- **Time-Management** Skills.
- Goal **setting** and meeting **goals**
- **Delegation**.

● COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

- **Excellent written** and verbal communication skills.
- Emphatic **listener** and persuasive speaker.
- **Writing creative** or factual.
- Excellent **presentation** and **negotiation skill**

● **JOB-RELATED SKILLS**

Job-related skills

- Punctual, **reliable** and **trustworthy**.
- **Self**-directed and motivated

● **CERTIFICATIONS**

Certifications

- Chartered institute of logistics & transfer
- Scientific & technical development council
- World human resource development council
- MECT