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| **BASIL KURIAKOSE**Dubai UAEMobile:+**971-551690265**Email: kkbasil0@gmail.com |  |

**OBJECTIVES**

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn & grow by delivering the results

**PERSONAL SKILLS**

* Good Communication and Interpersonal skills in English , Malayalam & Tamil
* Have basic computer knowledge, including MS OFFICE, TALLY 0.9.
* Ability to learn and develop new skills quickly and effectively.
* Self-confident.
* Dedicated for committed work.
* Good relationship.

**PROFESSIONAL EXPERIENCE**

Name of the Organization : My Copy And Stationery

Designation : Accountant

Duration : February 2020 to February 2021

**Work Exposure**

* Preparation of monthly reports
* Control of Debtors and Creditors
* Assisting in budget preparation
* Dubai water& electricity bill online checking and follow up
* Cheque preparation & PDC tracking
* Payments and receipts follow up
* Checking bank online transactions
* Preparation of quotations
* Update, verify and maintain accounting journals other financial records
* Prepare and coordinate deposit activities, verify cash and bank vouchers
* Supervise & coordinate in petty cash activities for the company
* Preparation of cost sheets and profit & loss account
* Experience in VAT from previous role.

Name of the Organization : Mint mall

Designation : Accountant

Duration : April 2019 to December 2019

**Work Exposure**

* Preparation of monthly reports
* Control of Debtors and Creditors
* Assisting in budget preparation
* India water& electricity bill online checking and follow up
* Cheque preparation & PDC tracking
* Payments and receipts follow up
* Checking bank online transactions
* Preparation of quotations
* Update, verify and maintain accounting journals other financial records
* Prepare and coordinate deposit activities, verify cash and bank vouchers
* Supervise & coordinate in petty cash activities for the company
* Preparation of cost sheets and profit & loss account

Name of the Organization : Well mart

Designation : cashier/sales man

Duration : January 2017 to may2018

**Work Exposure**

**Cashier**

* Assisted customers with sales transactions accurately and efficiently, including cash check card payments.
* Completed daily cash and credit sales reports for supervisors and store.
* Maintained the cleanliness and order of checkout areas on an hourly basis.

**Sales man**

* Handling day to day store operations.
* Customer service
* Efficient in sales
* Responsible for the store profitability
* Rotation of staff in shifts
* Helping customers to solve their problems
* Managing stock daily inventory
* Daily sales report and stock report.

**ACADEMIC PROFILE**

* **BBA** from department of commerce and management in Bharathiar *University of with* ***70%*** *aggregate*.
* **Plus Two** from Kerala State Board with *73****%*** *aggregate.*
* **Tenth** from State Board Kerala, *with* ***60%*** *aggregate.*

**PROJECT WORK**

* Industrial visit report on ashique exports (p) ltd
* A study on consumer behavior towards branded food products in urban and rural areas.

**PERSONAL PROFILE**

Date of Birth : 11/02/1997

Sex : Male

Marital Status : Single

Nationality : Indian

Place of Birth : S.Bathery.Wayanad

Residential Address : Kulangattil (H), Cheeral (PO) Pin: 673595, Kerala

Father’s Name : Kuriakose

Mother’s Name : Shelvi V J

Religion : Christian

**Languages Known**

Speak : Malayalam, English, and Tamil.

 Read : Malayalam, English, Hindi, and Syriac.

Declaration

I hereby declare that the information provided above are true, complete and correct to the best of my knowledge and believe.

 **PLACE: BUR DUBAI BASIL KURIAKOSE**