



SUMMARY

Dedicated and detail-oriented Account Assistant with extensive experience in managing financial records, processing transactions, and providing administrative support. Adept at maintaining accurate accounts, handling invoicing, reconciling statements, and assisting with budget preparation. Skilled in managing day-to-day office functions, including filing, scheduling, and coordinating correspondence. Proficient in accounting software and office tools, with a strong ability to handle multiple tasks efficiently. Known for excellent organizational, time management, and communication skills, ensuring smooth operations and accurate financial reporting. Collaborative team player with a focus on enhancing productivity and supporting business objectives.

EDUCATION

University Of Calicut

Graduation in Bcom computer application from sadanam kumaran college
2019 - 2022

Higher Secondary

Education from Mount Seena Public School pathiripala, Palakkad
2016 - 2018

SKILLS

- Experience in managing budgets and handling financial documents
- Proficient in conducting financial analysis to assess company performance and identify trends for informed decision-making
- Demonstrated ability to assist in developing and monitoring budgets, ensuring optimal resource allocation
- Proficient in utilizing Excel for data manipulation, analysis, and creating financial models
- Adept at identifying discrepancies and solving accounting issues to maintain financial integrity

CERTIFICATIONS

- SAP
- TALLY ERP
- MICROSOFT EXCEL
- QUICK BOOK
- PEACH TREE

PROFESSIONAL EXPERIENCE

Business Development Executive

CLEAR SHIFT LOGISTICS | 2024 - Present

- Experienced in identifying new business opportunities, generating leads, and converting prospects into long-term clients.
- Strong ability to research market trends, competitors, and potential client needs to develop tailored business strategies.
- Proven track record of building and maintaining strong relationships with clients through regular communication and personalized services.
- Expertise in addressing client inquiries, resolving concerns, and ensuring high levels of customer satisfaction.
- Proficient in analyzing market trends and customer data to identify opportunities for business growth and expansion.
- Experience in developing and executing strategic business plans to improve market positioning.
- Ability to collaborate with cross-functional teams including marketing, operations, and logistics to deliver seamless service to clients.

Administrative Accountant

FRAGRANCE GALLERY, Palakkad, Kerala | 2022 - 2024

- Efficiently entered and maintained sales and inventory data, ensuring accuracy and timely updates in the system to support operational efficiency
- Assisted in basic accounting tasks, including processing invoices, tracking expenses, and reconciling daily sales, contributing to accurate financial reporting.
- Provided exceptional customer service by managing transactions and addressing inquiries, fostering a positive shopping experience that encouraged repeat business.
- Demonstrated strong organizational and multitasking abilities to efficiently manage daily administrative tasks.
- Adept at effective communication for seamless coordination with suppliers and customers.
- Skilled in assisting customers with product selection and resolving inquiries efficiently.
- Possess a positive attitude, punctuality, and a proactive approach to embracing new challenges.