



JISHNU M

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Karama, Dubai

PERSONAL DETAILS

DATE OF BIRTH : 10.01.1992
NATIONALITY : INDIAN
GENDER : MALE
MARITAL STATUS : MARRIED
PASSPORT NO : P6114898
DATE OF ISSUE : 13.02.2017
DATE OF EXPIRY : 12.02.2027

TECHNICAL SKILLS

- ◆ MS OFFICE
- ◆ TALLY, ERP 9.0, PEACHTREE
- ◆ MANUAL ACCOUNTING
- ◆ MK SOFTWARE

PERSONAL SKILLS

- ◆ STRONG COMMUNICATION & ANALYTICAL SKILLS
- ◆ PROBLEM SOLVING AND PRIORITIZING
- ◆ STRONG TECHNOLOGY SKILLS
- ◆ MULTI TASKING SKILLS
- ◆ ACCOUNT MANAGEMENT
- ◆ SALES AND MARKETING

LANGUAGES

- ◆ ENGLISH
- ◆ MALAYALAM
- ◆ HINDI

PROFILE

Accomplished and goal-driven executive offering more than 6 Years extensive experience with management and practical business leadership. Offers expertize spanning business administration and change management, achieving optimal result with competent planning, solution oriented approach while driving business growth, profitability and strategic alliances.

WORK EXPERIENCE

■ CREDIT AND OPERATION OFFICER(2021-24)

The Central Financial Credit and Investment Cooperative India Ltd (3 Years)

- ◆ Control & Manage all operation of Branch
- ◆ Managing all Accounting Transactions
- ◆ Bank Reconciliation and Deposit
- ◆ Maintaining Statutory and Non-Statutory Registers
- ◆ Maintaining a Long Lasting Client Relationship
- ◆ Evaluating Performance and Providing Feedback
- ◆ Implementing Company policy and regulations
- ◆ Cashier, Customer Services

■ SENIOR SALES OFFICER (2019-20)

HDB FINANCIAL SERVICES (8 Months)

- ◆ Sale of Banking and Insurance Product
- ◆ Customer service and new product documentation

■ ACCOUNTANT (2016-18)

AADHAR GOLD PVT Ltd (2.5 Year)

- ◆ Billing Gold and Diamond, Cashier, Payroll
- ◆ Manage all Accounting Transactions
- ◆ Preparation of Final Reports
- ◆ Reconciliation of account payable and receivables
- ◆ Bank Reconciliation and Bank Deposit

EDUCATION

Master of Commerce

University of Calicut-India (2013-2015)

DECLARATION

I hereby declare that the information provided above is true to the best of my knowledge and belief.

JISHNU M