

# Zini k m

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Total Experience: 3years 3months  
Address : Abu Dhabi, UAE  
Visa Type : family visa  
Nationality : Indian  
Passport No : T5582083  
Date of Birth : 30<sup>th</sup> jan1995



## SUMMARY

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To obtain a challenging position and develop career with an international organization, which allows me to further strengthen my professional experience in this field and also where I can apply my experience for the progress of the organization.

## SKILLS

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1. Cash handling expertise
2. Meeting timely targets
3. Attention to detail and accuracy
4. Organizing and prioritizing
5. Conflict resolution
6. Ability to work under pressure
7. Customer relationship skills
- 8.Tally ERP
- 9.MS office & Outlook
- 10.Goodknowledge in VAT& GST
- 11.Quick learning ability
- 12.Better communication skills
- 13.Team management
- 14.Information management skills

## EXPERIENCE

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### Junior Accountant

**bharti axa insurance**

*INDIA JUL-2022 TO OCT-2023*



- Booking of normal day to day transactions using company's own accounting system
- Posting, verifying and filing of daily vouchers.
- Updating Cash & Bank books. Making petty cash entries.
- Responding to customer queries on daily basis.
- Accounting of Intercompany fund transfers
- Maintain and manage accounts receivable and accounts payable accounts.
- Assist finance manager for the preparation of final accounts.
- Handling various cash and card receivables

## Customer Relation Executive

### Federal Exchange

UAE OCT-2019 TO OCT-2021



- Maintained friendly and professional customer interactions.
- Executed customer transactions regarding cash, money
- Orders and money exchange
- Proficient in exchanging different currencies.
- Maintained balancing record with 100% rate of accuracy.
- Proficient in using computers and other office equipment
- Exceeded monthly sales goal.
- Recorded amounts received and prepared reports of transactions.
- Processed exchange and foreign currency.
- Trained new employees regarding money exchange procedures and cash drawer handing.
- Performed all duties as assigned by supervisor

## EDUCATION

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- **University of MG** **2018**  
Master of Commerce- Finance
- **University of Calicut** **2015**  
Bachelor of Commerce–Co-operation

## PROJECTS/INTERNSHIPS

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- [M.comMajorProject]–“AStudyonconsumerattitudetowardsOnlineShopping”
- [B.comMajorProject]–“AstudyonthecustomersatisfactioninMotherFeeds,Arimpur”
- Internship Program at VirginPlus VirginOil, Engandiyoor

## REFERENCE

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Based on request.