

## CONTACT

# YASWANTH EJ

📍 United Arab Emirates  
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## OBJECTIVE

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To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

## EXPERIENCE

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05/03/2022 -  
28/01/2025

- **ASSISTANT ACCOUNTANT**  
KALPAKA TEXTILES KATTOOR  
Managing cash transactions.  
Entering Financial transactions into the software.  
Reconcile bank statements, credit card statements and other financial records.  
Process and pay invoices and follow up on outstanding balances.  
Assist in preparing Financial Statements.

14/10/2020 -  
02/03/2022

- **CASHIER**  
KALPAKA TEXTILES  
Collecting payments in cash, card or credit.  
Making the payments to creditors in way such as cash, cheque, NEFT or Net banking.  
Maintain a petty cash book to record the day to day petty expenses of the shop.  
Attend customer phone calls, solve customers complaints, guide them and provide relevant information to them.  
Handle customer returns and exchanges.

13/09/2019 -  
22/08/2020

- **ASSOCIATE**  
ZAPARE TECHNOLOGIES, KORATTY  
Responsible for accurately entering, updating and maintaining data in company databases and systems.  
Ensure data integrity, manage confidential information, and support administrative tasks.  
Proficient in data management software with strong attention to detail and organisational skills.

## EDUCATION

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2019

- **Tharananellur Arts and Science College Irinjalakuda (Calicut University)**  
B.com Computer Application  
65%

2016

- **Vocational Higher secondary school Karalam (V.H.S.E)**  
Office Secretaryship  
73%

2014

- **Vocational Higher secondary school Karalam**  
SSLC  
72%

## ADDITIONAL EDUCATION

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- Customer Relationship Management  
Under PMKVY Project (Pradhan Mantri Kaushal Vikas Yojana)  
3 months course - A Grade

## TECHNICAL SKILLS

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- Type writing ( 60 W.P.M )
- Advanced Excel
- Tally
- MS word

## PROJECTS

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- **Customers perceptions and satisfaction towards E-banking with reference to Kattoor Grampanchayat**

## ACTIVITIES

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- Completed 15 days OJT (On The Training) in Town Employment Exchange Irinjalakuda, Thrissur

## STRENGTHS

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- Hardworking
- Good Team Player
- Problem Solving
- Customer service skills

## INTERESTS

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- Cycling
- Cricket
- Listening to music
- Volunteer work

## LANGUAGES

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- English
- Malayalam
- Hindi

## PERSONAL DETAILS

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- Date of Birth : 05/05/1999
- Nationality : Indian
- Religion : Hindu
- Passport : U6868027

## DECLARATION

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- I hereby declare that all details furnished here are true to the best of my knowledge and belief .

YASWANTH EJ