



6235231713

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Kaliapurath
(ho)Ezhakkarandu(po)
Puthencruz,

Education

Bachelor of Commerce

Annamalai University

2014 - 2017

Higher secondary

GHSS Poothrikka

2013 - 2014

Expertise

Tally ERP

MS office

MS Word

POWER
POINT

Language

English

German

SANAL SABU

Account Assistant

Profile

I am a confident hardworking and committed to seeing results in what-ever position I am in Possesses B.A. in Commerce and expertise in Microsoft Excel and Tally ERP and Experienced and driven sales representative with exceeding goals and developing long lasting client relationship. Organized cashier experience in handling cash, processing payments, cementing patron relationship with excellent interpersonal abilities.



Work Experience

2024

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2014

Flavournest

Supervisor

- Communicate and interact with others frequently and professionally
- Evaluating performance and providing feedback
- Managing workflow in productive department
- identifying causes of failure ensuring safe and efficient performance

2018

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2021

Hicons builders developers

Sales Executive

- Reviewed and resolved difference between accounting information and cash drawer
- Successfully handled customer complaints by resolved creative sales strategies to increase customer satisfaction and gain business goals

2017

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2018

unni & Associates

Account assistant

- Prepare journal Entries and Analysis monthly balance sheet and records.
- Help to prepare financial statements and auditing

References

Roy c Mathew

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Anil Mathew

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