



ADITHYA

GET IN CONTACT

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Abu Dhabi ,United Arab Emirates

PERSONAL DOSSIER

Date of Birth : 19-03-2000

Nationality : India

Gender : Male

Marital Status : Single

Visa : Visit Visa

Languages Known: English, Hindi,
Kannada

Passport No : V1174207

Place of Issue : Mangalore

Date of Issue : 26/07/2021

Date of expiry : 25/07/2031

Interests : Sports and
Traveling.

PERSONAL PROFILE

Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background, and ability to work well with people, which will allow me to grow personally and professionally.

WORK EXPERIENCES

• Accountant/Cashier

I have 1 year and 5 month experience as accountant.

- Reconciled accounts from income and expenses data net worth and assets.
- Handling the cash transactions of the Organization.
- Preparation of Accounting reports (Daily Sales reports, Monthly stream wise profit and loss reports and outstanding reports).
- Submit cash flow statement on a weekly basis, and submission of monthly and quarterly forecast.
- Submit monthly Target report for review the performance.
- Petty cash handling.
- Analyze monthly balance sheet accounts for institution reports.

SOFTWARE PROFICIENCY

- Basic Computer skills
- MS Office
- Tally ERP

EDUCATION HISTORY

- **Bachelor of commerce**
March-2020
Padua College of Commerce and
Management, Mangalore
- **Pre-University (Commerce)**
April- 2017
Padua Pre-University College,
Mangalore
- **SSLC**
May-2015
Padua High School, Nanthur,
Mangaluru

SKILLS AND EXPERTISE

- ERP software
- Team working Ability
- Attentive to details
- Multitasking
- Target oriented
- Good Listener
- Great interpersonal and Communication skills
- Self-motivation

DECLARATION:

I hereby declare that the above furnished information is true to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Adithya