

RESUME



Mail me to :

avinashkottukkal@gmail.com

Permanent Address

K.R.AVINASH

Kadavil Kottukal (House)

Chazhoor. P.O

Thrissur-680571

Kerala - India

Personal Information

Father's Name: **Radha**

Krishnan

Mother's Name: **Sathi**

Radha Krishnan

Date of Birth :**10/05/1987**

Age : **31**

Sex : **Male**

Nationality : **Indian**

Religion Caste:

Hindu , Ezhava

Marital Status : **Married**

Contact Details:

Mob : +974-77730955

Mob : +91-9946008978

Res. : +91487- 2676729

Objective

To obtain a challenging position that will allow me to expand upon my education and continue to gain wisdom by joining in your company and also to guide the others thought that wisdom.

PROFESSIONAL CAREER SUMMARY:

Q MASTER Company W.L.L (Doha – Qatar)

Duration

May 2010 – Sep 2018

Designation

Accountant

P.NARAYANAN KUTTY & ASSOCIATES. (Kerala – India)

Duration

May 2008 - Apr 2010

Designation

Asst. Accountant

EDUCATION QUALIFICATIONS:

- Graduation in Bachelor of Commerce. (B.COM)
- Certificate courses in computer software packages.

PROFESSIONAL CAREER EXPERIENCE:

Duration

Designation & Sector/Industry

- 8 Years (2010- still continue) Accountant, Trading & Transportation Co.
- 2 Years (2008-2010) Accountant Asst. , Sales Tax

EXPERIENCE COMPOSITION

JOB PROFILE:

Please find below my responsibilities about my work,

- Generate Journal Vouchers.
- Manage Customer and Suppliers Account Relations.
- Management of Daily Un-deposited Cash
- Payroll Management
- Reconciliation of Banks, Loans etc
- Final Account Reports
- Customized Report to the Management Periodically
- Following the new requirements from customers.
- Nice dealing with Co- workers.
- Updating the monthly collections & payments.
- Observing the changes in market.

Computer & Software Skills

- **Certified Computer Courses – MS Office/Internet Package.**
- **Operating System – Windows 2000,XP,Windows 7,Windows8**

Additional Training

- ❖ **Tally (ERP 9)**
- ❖ **DACEASY.**
- ❖ **Civil Draughts Man (AUTO CAD)**

Major Strengths

- Dare to take up challenges
- Ability to work well with people at crucial situations
- Quick learner
- Motivated and Dedicated team player
- Imagination and Execution
- Posses' excellent communication skills.
- Good Interpersonal Skills.
- Quick to pick up in new jobs.
- Adaptability
- Positive thinking & Creative mind

Linguistic Skills: Well versed in English, Hindi, Tamil, and Malayalam

Co Curricular Activities

- Participated an Industrial Visit to OUSHADHI for the Organizational Study
- Participated in the Seminar on LEGAL AWARENESS at Atheena College Trichur

PASSPORT DETAILS

- Passport No : S2013266
- Place of Issue : COCHIN
- Date of Issue : 17/04/2018
- Date of Expiry : 16/04/2028

VISA DETAILS

- Qatar ID : 28735616431
- Validity : 03/05/2019
- Status : Transferable visa

Declaration

I hereby declare that the above written particulars are true to the best of my knowledge and belief. I shall be highly graceful if you could provide me with an opportunity to work in your esteemed organization. I look forward for favorable response

Yours Truly,

Place: Doha.

Date: