

Bijesh Krishnan

Mobile Number: +919048222054

E-mail: bijesh3860@gmail.com



I'm an enthusiastic and hard working individual. I can work effectively alone or as part of a team, benefiting my colleagues with my professionalism and dedication to completing tasks to the best of my abilities. I'm success driven and enjoy making a difference to my work with better knowledge and understanding. Overall my goals are to contribute to my employer's profitability through my determination to succeed in my working environment.

EDUCATIONAL DETAILS

B.com	First Class	Govt. College, Kodanchery	Calicut University Kerala, India
Plus Two (Commerce)	First Class	Markaz HSS, Karanthoor	Board of Higher Secondary Education, Kerala, India
SSLC	First Class	Markaz HSS, Karanthoor	Board of Public Examination, Kerala, India

PROFESSIONAL EXPERIENCES

Since June 2007 - February 2008 Worked as an Accounts Assistant - KMCT Adm. OFFICE Kozhikode, Kerala, India

- Responsible for preparing records of financial information.
- Preparing Cash receipt & cash payment entries.
- Preparing Bank receipt & Bank payment entries.
- Maintaining petty cash
- Communicating clearly and effectively with the accounts team
- Making sure that all financial entries are completed on the same day
- Assisting in the preparation of year end accounts
- Assisting internal/external auditors with queries

Since February 2008 - May 2018 Worked as a Warehouse Supervisor -HARMAN HOUSE- JBL, Dubai, UAE

- Receiving, moving, checking & storing incoming goods
- Monitor incoming supplies for quantity and quality
- Selecting space for storage & arranging for goods to be place in the designated areas.
- Preparing invoices as per client orders
- Preparing delivery for the van drivers
- Contacting transport companies and coordinating dispatch and delivery with them.
- Welcoming and helping clients who visit in the warehouse
- Supervising the works of junior staffs
- Monitoring stock levels
- Moving & arranging stocks
- Accurately updating all data into computer system
- Making sure that all inventory process are completed on the same day

Since July 2018 – January 2019 worked as a Cashier cum Ass. Accountant– KVR MOTOR CARS- JEEP, Kozhikode, Kerala, India

- Handle cash or card transactions with customers
- Issue change, receipt, refunds
- Preparing manual cash book
- Maintaining petty cash
- Count money in cash drawer at the beginning & end of duty to ensure that amounts are correct and that there is adequate change
- Pleasantly deal with customers to ensure satisfaction
- Using POS machine
- Inputting sales & purchase transactions on daily basis

Currently working as an Executive Finance & Accounts– Popular Mega Motors TATA, Kozhikode, Kerala, India

- Handle cash or card transactions with customers
- Preparing daily cash flow reports & send to head office
- Preparing weekly & monthly reports assist with Branch accountant
- Preparing salary data at the month end
- Inter branch reconciliation
- Preparing ESI challan
- Inputting sales & purchase transactions on daily basis
- Count money in cash drawer at the beginning & end of duty to ensure that amounts are correct and that there is adequate change
- Doing TP/Tax payment via VAHAN website
- Bank and cash reconciliation on daily basis
- Email handling

PERSONAL DETAILS

Nationality	Indian
Gender & Marital status	Male, Married
Date of Birth	10/05/1986
Present Address	Manchapadikkal (H) Manipuram (PO) Koduvally, Kozhikode
Languages Known	Malayalam & English
Interests	Music, Cinema & Social activities

Declaration

I do hereby confirm that the information furnished is true to the best of my knowledge and belief.

Place: Koduvally

Date:

Bijesh Krishnan