

ASWIN NARAYANAN



CONTACT

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+971 586596670

304 , Al Zahra Al Habibi Building ,
Rolla Street , Burdubai, Dubai

PERSONAL DETAILS

Date of Birth : 04/09/1993

Marital Status : Single

Nationality : Indian

Passport No : M0097273

SKILLS

- * Microsoft Excel / MS office
- * Accounting Software (Tally , Quick books , Peach tree)
- * Invoicing
- * Petty Cash, Day-book, Receipt Book
- * Accounts Payable
- * Accounts Receivable
- * Book Keeping
- * Store Keeping

LANGUAGES

- * ENGLISH
- * HINDI
- * MALAYALAM

OBJECTIVE

Build a challenging career in an industry that will exploit my skills to the fullest extent. I want to emerge as a successful, true professional through my 'Can Do' attitude, hard work, confidence personality, high motivation and always willing to work.

EDUCATION

IGNOU, India

2011 - 2014

Bachelor of commerce

Parassinikkadavu Higher Secondary School, Kannur, Kerala, India

2009 - 2011

Higher Secondary

Govt.Higher Secondary School, Cherukunnu, Kannur, Kerala, India

2009

SSLC

EXPERIENCE

KVR Vehicles Pvt Ltd. Kannur, Kerala, India

Jan 2018 - Feb 2021

Cashier Cum Accountant

- Prepare & maintaining Day book and Petty cash voucher book
- Handling petty cash and sales receipt cash
- Follow accounts payable & arrange all payments before due date
- Credit sales payments follow up
- Receive payment by cash/cheque
- Helping customer to pay Equated Monthly Instalment
- Monthly stock checking
- Maintaining copies of vouchers, invoices or correspondence necessary for files
- Cashier audit & reports
- Counter sale & Invoicing
- Store Keeping
- Customer dealings

IFTHAR BIRIYANI RICE Godown Kannur, Kerala, India

Jan 2016 - Oct 2017

Accountant

- Maintaining purchase & Sales register & Day book
- Preparation of invoices
- Perform day to day accounting functions
- Finalization of books of accounts
- Ensure timely bank payments
- Daily cash collection deposit to bank
- Weekly audit stock
- Handle petty cash
- Maintaining copies of invoices or correspondence necessary for files.
- Godown in charge
- Customer dealing

Al-Manama Hypermarket Kannur, Kerala, India

June 2015 - Dec 2015

Customer Care Executive

- Received Customer Care Calls, handled billing and technical issues
- Provided product information to new and existing customers
- Handle customer complaints and concerns
- Inform customers of discounts and promotions on products while ordering
- Proficient in all billing platform
- Front office desk

REFERENCE

Vishal Rajagopal - "KVR Vehicles Pvt Ltd"

HR Manager

hr@kvrvehicles.com

0497 2760250