

RESUME



HARIRKISHNAN K P

Kodakkatteri Puthiya Veedu, Kankol, Kankol PO, Payyanur, Kannur (Dt), 670370

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OBJECTIVE

To be a part of a prospective organization

- Where I get an opportunity to make significant contribution.
 - Where the work environment is congenial to utilize my full potential and prove my utmost commitment.
 - Where I can learn and enrich myself for better service.
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SUMMARY OF SKILLS

- Qualified individual with **BBA Degree from KANNUR University**, having an inborn quantitative aptitude and keen interest in the domain.
 - Skilled in creating innovative solutions, optimizing technology use, designing controls and check, building and leading teams towards service excellence exceeding client expectations.
 - Well developed communication skills with reputation of unwavering accuracy, credibility & integrity, exceptional presentation skills with the ability to perform above expectations.
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PROFESSIONAL EXPERIENCE

- INDUSIND BANK LTD

Tenure: 03rd September 2014 to 12th January 2020 (Back Office Support)
SPECIALIST AREA (CASH AND ACCOUNTS WORK, OFFICE ADMINISTRATION)

PERSONAL QUALITIES

- Honesty & dedication to duty is my major strength

- Innovative & Creative Mindset
 - Positive attitude & Goal oriented
 - Fun Loving & Friendly among the Group
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WORK EXPOSURE

- Maintaining Books Accounts Accurately
 - Day Book preparation
 - Handling day to day banking and cash activities.
 - Preparation of invoices
 - Follow up receivables and payables
 - Maintain payrolls
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SOFTWARE PROFICIENCY

- Operating Systems: Windows XP, Windows Vista, Windows 7,
 - Application Software: MS Office, Tally, MS Excel, Power Point.
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EDUCATIONAL CREDENTIALS

Course	Institution	Board/University	Year of completion
BBA	Kannur University	Kannur University	2011
XII	KVM HSS MATHIL	State Board	2008
S.S.L.C	Govt Higher secondary school Vellur	State Board	2006

PERSONAL PROFILE

Father's Name : Narayanan P
Nationality : Indian
Date of birth : 10-01-1991
Languages Known : English, Malayalam & Hindi

Passport No : M 3408520

Place: PAYYANUR
Date: 15-01-2021

Last updated 15th JANUARY 2021

HARIKRISHNAN K P