

KRISHNA VENI.B



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CAREER OBJECTIVE

To pursue a challenging career in a reputed organization that provides ample opportunities to learn and make valuable contributions to the organization's development and progress.

EDUCATION

- **BE., (CSE)** from Anna University chennai, **with 71%** (2011 – 2015).
- **HSC from** EMN.Hr.sec.School ,Kovilpatti with **74%** (2009-2011).

PROFESSIONAL EXPERIENCE

PALM CENTRE, AJMAN. (Jan 2021 – Till Now)

Tike Technical Services llc ,Dubai. (June 2020-Sep 2020) (Temporary)

Job Description : Accountant cum Data Entry.

- Generating the company financial report using income and expenditure data.
- Complete analysis of the employee expenditure.
- Reconciling the company's bank statement and ledger.
- Filing and remitting taxes and other financial obligations.
- Managing the income and expenditure accounts.
- Transferring data from paper formats into computer file and database system.
- Typing in data provided directly from customer.
- Creating spread sheet with large numbers of figures without mistakes.
- Update existing data and retrieve data from the database.
- Sort and organize paper work after entering data to ensure it is not lost.
- Handling full accounts and cheque preparations.

Al Batool Documents Clearing Service, Dubai.(May 2019 to 30 April 2020)

Job Description : Accountant cum Admin

- Preparation of the necessary paperwork for employment visas, Labour cards and occupational health cards. Ensuring all approvals visa, labour cards, etc..
- Preparation of the Quotation, invoice and reports.
- Answer the Phone calls and Emails.
- Handling Full Accounts and cheque preparation..
- Excellent knowledge of MS word, excel, Power Point.

Softlogic System Pvt .Ltd. Chennai.(June 2015 To Jan 2016)

Job Description : Process Associate – Semi Voice Process

- Handling customer queries, solving it through chat/mail/key process

PERSONAL SKILLS

- Dedication.
- Quick Learner.
- Good decision making and analytical skills.
- Able to handle people in very efficient way.

PERSONAL DETAILS

- Fathers name : G.Balraj.
- Mothers name : B.Renugadevi.
- Nationality : Indian
- Date of birth : 20.06.1994
- Gender : Female
- Languages known : English, Tamil, Telugu, Malayalam
- Passport no : N6041357. (Sponsor visa)
- Visa expiry date : 12.01.2024
- Home Address : 603, Al Qubaizi Building , Al Jurf.
Ajman

DECLARATION

I hereby declare that the above particulars are true and correct to the best of my knowledge and belief. If given an opportunity to serve, I assure that my performance would be whole hearted and dedicated.

Place:

KRISHNAVENI B