

ASHFIN P.G



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POTTENCHERY (H) NILAMBUR (P.O),
MALAPPURAM, INDIA

19 June, 1995

Secure a position with a organization where i can be part of an executive team and diversify my management skills to maximize results and achieve business objectives

EDUCATION

Bachelor Of Commerce Regional Management College

2017 - 2019

India, Kerala

Courses

- B.com (Finance)

Post Graduate Diploma In Indian And Foreign Accounting Institute of Professional Accountant

2016 - 2017

India, Kerala

Courses

- PGDIFA

Professional Diploma In Shipping And Logistics Indian Institute of Logistics

2015 - 2016

India, Kerala

Courses

- Shipping And Logistics

WORK EXPERIENCE

Accountant Cum Office Admin Member Of Parliament (Rajya Sabha) Office

2017 - 2019

India, Kerala

Achievements/Tasks

- Accounts Management
- Coordinating office activities
- Manage phone calls and correspondence
- Create and update records and databases with personnel , financial and other data
- Maintaining a clean and enjoyable working environment
- Sorting and Filing Documents

Accounts Trainee Institute Of Professional Accountant

2016 - 2017

India, Kerala

Achievements/Tasks

- Accounts Management
- Inventory Management
- Tax Management
- Payroll Management
- MIS Reporting

SKILLS

Logistics coordination

Financial Accounts

Pricing

Operation Management

MS Office Suites

Microsoft windows OS

Tally ERP 9

MS outlook

IFRS

Tally Certificate From TIL

MS-Excel

Advanced Peachtree/Sage 50

Advanced Quick Books

SAP Business one Business User

Trade easy Software

PERSONAL PROJECTS

Shipping And Logistics (2016)

- Level : Professional Diploma
- The project attempted to study the firm wide analysis of the organization in terms of Shipping and Logistics with short internship of 90 days.

CERTIFICATES

STED COUNCIL (2016)

Shipping And Logistics

IPA ISO CERTIFIED (2017)

Post Graduate Diploma in Indian and Forieng Accounting

CERTIFICATE OF COMPLETION (2017)

SAP BUSINESS ONE LOGISTICS & ACCOUNTING

CERTIFICATE OF MERIT (TIL) (2017)

TALLY ERP 9

BRITISH COUNCIL (2014)

APTIS FORWARD THINKING & ENGLISH TESTING

LANGUAGES

English ● ● ● ● ●

Hindi ● ● ○ ○ ○

Malayalam ● ● ● ● ●

Arabic ● ● ○ ○ ○

INTERESTS

Football

Cricket

Sports

Social works

Movies

Musics

Swimming