



AVANI VENUGOPAL



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Muwailih, Sharjah, United Arab Emirates



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EXECUTIVE PROFILE

Seeking a challenging, innovative and inspiring career that provides me proper ambience to sharpen my skills and shape my values where I can contribute to further growth.

EDUCATIONAL CREDENTIALS

Master of Commerce - Finance

KMM College of arts and science,
Thrikkakara- 2017

Bachelor of Commerce- Computer Application

KMM College of Arts & Science
Thrikakkara- 2015





Grade 12

Board of Higher Secondary
Examinations, Kerala -2

PERSONAL DETAILS

Nationality : Indian
Date of Birth : 29 Sept 1994
Sex : Female
Marital Status : Married
Passport No : P 9827967

LANGUAGES KNOWN

English 
Malayalam 
Tamil 
Hindi 

EMPLOYMENT HISTORY

Accounts Assistant cum Admin Clerk

Castrol India, Kochi | April 2016 to February 2020

- Working on shipments and assisting fellow workers with deliveries
- Working with spreadsheets and preparing sales invoices, preparing quotations in context to the organisation.
- Assisting accounts department and making follow ups on Payment's and ensuring payment recovery.

Junior Accountant

HARVAY INTERNATIONAL MEDICAL SUPPLIES LLC | Sharjah , Jan 2022 - Present

ACHIEVEMENTS

- Organised several programs and cultural events in college
- Cordinated several activites and interactive sessions within the school and university premises.
- Worked as head volunteer in several programs and events.

SKILLS AND EXPERTISE

- Leadership
- Quick Learner
- Time Management
- Adaptable
- Financial Reporting
- Tally ERP 9
- Microsoft Office

DECLARATION

I hereby declare all the above details are true and correct to the best of my knowledge and belief.

AVANI VENUGOPAL