



**ASHAMOL M V**

**Masters in Commerce**

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Dubai, U.A.E

## OBJECTIVE

*My aim is to establish myself in a challenging leading position in esteemed organization and make use of strong organization skill and proven ability to get the job done.*

## SKILLS

- Microsoft Specialist
- Effective Communication Skills
- High Motive to work as a team
- Tally Knowledge
- Active listening skill
- Effective time management
- Problem solving
- Adjustable to any environment
- Expert in customer relations

## WORK HISTORY

### CASHIER

01 /06/2022 to 31/1/2023

#### Caritas Hospital Kottayam, Kerala

- Managing transaction with customer.
- Collecting payments in cash and credit.
- Resolve customer complaints, guide them and provide relevant information.
- Balanced cash drawer at the close of each shift.

### ACCOUNTANT

01/11/2021 to 31/05/2022

#### Castor Distributors Kottayam , Kerala

- Prepared journal entries, complete general ledger operations monthly.
- Handled accounts in banks and confirm with system.
- Preparing daily limits for bank reconciliation.
- Recorded financial transaction by entering account information.
- Performed other tasks required by the Accounting Manager.
- Recorded various invoices in the system.

## EDUCATION

- **Masters in Commerce (Finance and Taxation)** **2019 to 2021**  
Mahatma Gandhi University ,Kerala
- **Bachelor in Commerce ( Computer Application)** **2016 to 2019**  
Mahatma Gandhi University, Kerala

## PERSONAL INFORMATION

- Nationality : Indian
- Languages Known : English, Hindi, Malayalam
- Visa Status : Visiting , available to join immediately

## REFERENCES

- Mr Rajesh Padippurackal (Executive Member, Caritas Hospital)  
+91 9744597477
- Mr Alex George (Executive Member , Caritas Hospital)  
+91 9544495819