



Arjun Das

Accountants Professional

• Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level suitable position. Ready to help team achieve company goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills..

Arjundas611@gmail.com

0503907439

Karama, UAE

6 November 2022

Passport V2831102

Visit Visa

TECHNICAL SKILLS

- **ERP Software** Tally, Quickbook, PeachTree
- **Data Analysis Tools** Excel, Power point, Cognos

Education

- Completed commerce graduation and waiting for last semester result. (balance all semester passed with B grade)
- Higher Secondary Education with 83% pass out in 2021- St Antony's HSS Pazhuvil, Thrissur, Kerala.
- 10th Grade 80% marks pass out in 2019
- Studied abroad until 9th Grade, Indian School, Dubai, UAE

PROFESSIONAL SKILLS

- Flexible and Adaptable
- Teambuilding
- Decision-Making
- Cultural Awareness
- Good Telephone Etiquette
- Data Entry
- Active Listening
- Teamwork and Collaboration
- Attention to Detail
- Dependable and Responsible
- Clerical Support
- MS Office
- Written Communication
- Multitasking Abilities
- Software Proficiency
- Planning and Coordination
- Analytical and Critical Thinking
- Create Invoice, Proforma Invoice

LANGUAGES

English 
Malayalam 

Hindi 
Tamil 

SUMMERY

Trustworthy and dedicated work ethic. Self-motivated to consistently provide first-class results in line with stringent targets and deadlines. Motivated and Energetic self-starter and team builder. Navigates high-stress situations and achieves goals on time and under budget.

PERSONAL DETAILS:

Address: Karama

Date of Birth 06.11.2002

Gender Male

Hobbies Reading and watching movies

Nationality Indian

Diving License: Indian driving license

Passport : V2831102, Expiry dated 21.09.2031

Work experience: Doing Part time job in a ISO certified company as account assistant since April onwards.

References

Will be furnished on request

Date : 22.04.2024

Place : Dubai