



Contact

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✉ keerthitrikkanad@gmail.com

📍 2017, Al Buhaira Tower
Al nahda
Dubai

SKILLS:

MS Office
Advanced Excel
Tally ERP 9
Outlook
Excellent Communication
Team Work
Time Management
Leadership

KEERTHI THRIKKANNAD PADHARTHI

Professional Summary

Emerging accounting professional ready to develop career foundation with expanding operation. Dedicated to keeping records accurate and controls tight to meet all business needs. Systematic and well-organized, capable of leveraging initiative and resourcefulness to deliver excellence in meeting business objectives.

Work Experience

January 2023 to June 2023

Revenue Department, Kerala Govt., India
Office Establishment Clerk

Task: Maintenance of the personal files of all civil servants
Preparing and processing bills
Operate office equipment

September 2020 to May 2021

Al Yazan Contracting LLC. Dubai, UAE
Secretary cum Assistant Accountant

Task: Maintain daily accounts and administrative tasks
Provide secretarial
Manage day-to-day petty cash system

October 2019 to July 2020

Emirates Flight Catering, Dubai, UAE
Team Member(Operations)

Task: Report generation
Data Entry

August 2014 to May 2015

Infosys BPO Ltd. Bangalore, India
Account Process Executive

Task: Pricing and licensing
Book Keeping

Education

June 2015 to May 2017

Master of Commerce, Annamalai University

June 2011 to May 2014

Bachelor of Commerce, Kannur University

Personal Details

Date of Birth : 17/10/1993

Gender : Female

Nationality : Indian

Religion : Hindu

Language : English, Hindi, Malayalam, Kannada, Tamil, Tulu

Marital Status : Married

Visa Status : Residence

Declaration

I hereby declare that the above furnished are true and correct to best of my knowledge.

KEERTHI