



RESUME

KISHORE P DAS

Career Objective:

I am looking for a position where I can explore myself fully to realize my potential and prove myself best asset for the organization.

Profile:

Ability to work on own initiative, as part of a team and motivating team to achieve the objectives

Educational Qualification:

- ✓ **B.Sc. (COMPUTER SCIENCE)**
From ANNAMALAI UNIVERSITY (2013)
 - Mark scored: 75%
- ✓ **Plus Two**
From ST Joseph HSS Pavaratty, Thrissur (2010)
 - Mark scored: 65%
- ✓ **Tenth(State)**
From ST Joseph HSS Pavaratty, Thrissur (2008)
 - Mark scored: 85%

Technical skills:

- ✓ Languages : C++, ASP.Net, Sql Server, Tally
- ✓ Operating Systems : Windows , Linux ,
- ✓ Other : Technical Support , Quality Control
- ✓ Problem Solving , Troubleshooting, Hardware
- ✓ Sincerity and hard working mentality

Experience

- ✓ **Accountant**
Mars International LLC, Oman, Muscat,
(August 2018-Present)
- ✓ **Clerk**
Thrissur District Co-Operative Bank,Thrissur
(July 2017-August 2018)
- ✓ **IT Systems Analyst**
Aarush Associates, Calicut
(September 2014- June 2017)
- ✓ **Web Developer**
Informaticz Media & IT Solution,Thrissur
(September 2013- September 2014)

Personal Details

Kishore P Das
Perunelly house
Pathiyarkulangara P.O
Thrissur
Kerala
India
Pin: 680552

Date of Birth 10/03/1993
Sex Male
Father Name Kesavadas Perunelly
Mother Name Sobha Kesavadas
Nationality Indian
Marital status Single

Language Knows

To write : English, Malayalam, Hindi
To speak: English, Malayalam, Tamil

Contact No

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Work Experiences:

✓ Accountant

- ❖ Prepared monthly statements by collecting data, summarizing data, information and trends.
- ❖ Followed cash control procedures, including cash register balancing, bank deposits and check writing.
- ❖ Collected raw financial data.
- ❖ Responsible for opening and tracking the accounts of customers and vendors.
- ❖ Reviewed processing and computation of payroll and remittances of government-mandated benefits.
- ❖ Transitioned to a Fund Accounting software system and overhauled internal controls.

✓ IT Systems Analyst

- ❖ Follow maintenance protocols to ensure systems are secure and ready for users.
- ❖ Lead design and deployment of servers, directories, wireless, backups, and personal devices.
- ❖ Maintain and troubleshoot devices and systems, hardware, and software.
- ❖ Document system performance, bugs, debugging, and program requirements.
- ❖ Create Domain, work group models.
- ❖ Sub netting and Super-netting.
- ❖ Installation, Configuration and Maintenance of CCTV

✓ Web Developer

- ❖ Developing web applications using the Asp.net
- ❖ Write, Design or edit web page content, or direct others producing content
- ❖ Maintain understanding of current web technologies or programming practices through continuing education, reading or participation in professional conferences, workshops or groups.
- ❖ Develop databases that support web application and websites.

✓ **Clerk**

- ❖ Answer customer questions and explain available service such as deposit accounts bonds and securities.
- ❖ Compile information about new accounts, enter account information into computers and file related forms or other documents
- ❖ Inform customers of procedures for applying for services such as ATM cards, direct deposit of checks, and certificates of deposit.
- ❖ Perform teller duties as required.
- ❖ Refer customers to appropriate bank personnel to meet their financial needs.
- ❖ Process loan application.
- ❖ Collect and record customer deposits and fees, and issue receipts using computers.
- ❖ Duplicate records for distribution to branch offices.

Skill Summary:

- ❖ Good analytic and communication skills
- ❖ Dedicated, determined and disciplined worker
- ❖ Quick learner, able to grasp new ideas, concepts and methods.
- ❖ Independent and Self-motivated
- ❖ Establish and maintain productive working relationship with management, clients and team members

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Kishore P Das

