**PONNU CHACKO**

194 Archibald, Moncton, New Brunswick

[ponnuchackopanchara@gmail.com](mailto:ponnuchackopanchara@gmail.com) ~ 226-789-8094

**OBJECTIVE**

To apply technical and management skills, and passion towards being a Department manager and to execute my best efforts to support the goals of the organization on a long term.

**SUMMARY OF SKILLS**

* Developed knowledge in development of general administrative duties assigned by the company.
* Solid understanding of practical application of accounts payable/accounts receivable applications.
* Effective communication and organizational skills, initiative-taking in handling customer inquiries and concerns.
* Strong work ethic, adaptable, and able to thrive in either a team-based or independent work environment.
* Strong cheerful outlook and emotional intelligence that allows for clear, honest, and candid communication with broad range of team member.
* Great problem-solving and management skills with proficiency in Microsoft Office package.
* Capability to meet deadlines of the company.

**TECHNICAL SKILLS**

* Microsoft Office Skills
* Customer Service Skills
* Peachtree accounting Software
* Structured Query Language.

**EDUCATION**

**Supply Chain Management Global**  May 2018 –December 2018

Conestoga College, Kitchener, ON

Program provides a solid understanding and firsthand exposure in examining recent developments and technologies in the market to make better outcome for the business.

**Program Highlights include:**

* Analyzing and interpretation of the reports with the help of Crystal Reports.
* Creation of customized invoices for the projects using SAP ERP System.
* Usage of probability evaluation tactics to enlighten Supply Chain Management Outcomes.
* Preparation of presentations, spreadsheet and important documents for decision making.

**Global Business Management**

Conestoga College, Kitchener, Ontario January 2019 – September 2019

**Program Highlights include:**

* Creation of financial Statements.
* Knowledge on Successful Completion of a project.
* Solid Understanding of computer skills for business using Microsoft Office Packages.

**Bachelor of Commerce** May 2014 – August 2017

Kristu Jyoti College of Management and Technology

**Program Highlights include:**

* Developed knowledge in Quick books accounting Software.
* Solid knowledge in Peach tree accounting Software.
* Attained knowledge in Structured Query Language.
* Knowledge in Tally Accounting Software.

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**PROFESSIONAL EXPERIENCE**

**Audits and Accounts Assistant** July 2017

Globesta Audits and Accounts Assistant, Kerala, India

* Accounting-Computerized and Manual up to Finalization
* Auditing-Pre level (Vouching, Ledger Analysis, Balance sheet Preparation)
* Tally, Microsoft Excel, Peach Tree.
* Perform financial reporting, ad-hoc business analyses, and financial modelling.
* Facilitate financial review meetings with business groups and work with business managers to ensure effective finance and cost management.

**EMPLOYMENT HISTORY**

**Customer Service Representative** May 2018 - Present

Esso, Kitchener, ON

* Operate POS cash registers, assist in the training of new cashiers, and ensure quality customer service at all time.
* Maintain through the knowledge of store merchandise and promoting and selling the store credit cards.
* Providing reception duties by answering incoming phone calls to the store.

**PROFESSIONAL DEVELOPMENT AND TRAINING**

International Diploma in Computerized Accounting and Finance.

Certificate in Tally.

International Computerized Driving License.

References gladly provided upon request.