

Gunesh Menon



Objective :-

Seeking a career in an organization that would enhance my skills, abilities and utilize my knowledge that would benefit the progress of the esteemed organization.

Work Experience

1. **Account Assistant in Information Fort.LLC (Subsidiary of ARAMEX) (Dubai, UAE)** one of the leading record management company,
(From Oct 27th 2006 onwards to Present)

Responsibilities

- Handling Audit Part.
- Helping clients in retrievals,
- Handling various clients.
- System based auditing & invoicing
- E-mail Drafting

2. I worked as a operation Executive with a leading shipping company **Seven seas Shipping Co.Ltd (India), Bangalore, 2006 (Six Months)**

Responsibilities

- Handling Air & Sea shipments operations
- Customs clearance
- Preparing BL & Fright also
- Transportation Arrangements by Road & Train
- E-mail checking & send the replays

Academic Details:-

B.Sc.Maths course completed (Calicut University Kerala 2006)

12th STD – Board of Higher Secondary Education Kerala. 2002

10th STD – Kerala State Board of Secondary Education 2000

Technical Details: Computer Language - MS. Office, C, VB, Accounting
Package – Tally 6.3

Computer Certificates – Diploma in Computer Application
(D.C.A) Tally Graduate.

Hobbies : Reading, Watching TV, Listening to music, yoga.

Languages Known: English, Hindi, Malayalam and Tamil.

PERSONAL PROFILE

Name : Gunesh Menon K.

Sex : Male

Date of Birth : 18 -05-2010

Mobile : 00971 -503129589

Email –Id : menon.gunesh@gmail.com

Marital Status : Single

Nationality : Indian

Passport No : F9047024 (Issue Date 18/08/2006 & Expiry 17/08/2016)

Visa Status : Dubai Employment