



AKSHAY SAJEEV SB

FINANCE AND MARKETING

📍 Dubai Burdubai

✉ akshaysajeevsb@icloud.com

☎ 0529928946

🌐 @Akshay sajeev

PROFILE

Seeking a full time position in Sales, Finance & Marketing to obtain a position in the field of service that would best fit my qualification and my willingness to be trained and to develop knowledge attitude and skills that will help me perform the job adequately for a continuous career improvement.

SKILLS

- SAP
- MS Excel
- Bookkeeping
- Tally ERP9
- MS Office

WORK EXPERIENCE

ACCOUNTANT

NESTO Group UAE Jan 2023 – Nov 2023

- Daily Accounting - Invoicing, Posting entries, GL posting, Verification, Preparation of payment, voucher, Receipt Voucher, Journal Voucher Research and resolving differences between accounting and trade entry systems daily.
- Accounts Payable - Preparations of Invoices, Verification of supplier invoices and preparation of payments based on Credit Periods.
- Accounts Receivables - Follow up for the payment, Receiving and depositing cheques, Preparation of statement of Account, Ensuring Bank Receipts and Reconciliation of the company's Account.
- Administers and handles all petty cash transactions within company policies and procedures.
- Evaluate the stock report and clear the transit and update to inventory team
- Clear the deficit goods and report daily into inventory
- Verified export-import documents and send to HO each month
- Verifies phone calls emails and solve vendors problems
- Make sure the payments of electricity and accomodation

ACCOUNTS ASSISTANT

Msafi Cold store UAE

Apr 2020 - July 2022

- Prepared daily and monthly sales report through Ms excel
- Handled daily cash and credit transaction and submit the report to senior accountant
- Evaluate the daily stock and make purchase order to our vendors through emails
- Entered the invoices and make payments to the vendors through cash and cheque
- Handled petty cash and expenses
- Responsible for the supervision to make communication links with other departments and suppliers.
- Organize and maintain files.
- Maintain the organization needs

CORE SKILLS

- Accuracy
- Data Entry Operations
- Interpersonal Communication
- Customer Service
- Sales
- Good Team Player
- Organization
- Expense Tracking

LANGUAGE

- English
- Hindi
- Arabic
- Malayalam

PERSONAL DETAILS

- Visa Status: cancelled visa
- Nationality: Indian
- Date of Birth: 27-02-1998
- Passport Number: U6576581
()
- Marital Status: single

ACCOUNTANT

Nandilath G mart India

- Performed accounts payable and receivable functions.
- Preparation of bank and cash payments and receipts.
- Handling petty cash and petty cash book.

EDUCATION HISTORY

Bachelor Of Commerce

University Of Calicut | 2016 – 2019

- Specialised in Computer Application

Higher Secondary Education Commerce

State Board Of Kerala

Secondary Education

State Board Of Kerala | 2013