

ASEEB P

ACCOUNTANT / CASHIER



PERSONAL DETAILS

+971 55 721 9552 (Call / WhatsApp)

aseebodayanchal@gmail.com

Address : Dubai , UAE.

Nationality : Indian

D.O.B : 16th Jan1996

Gender : male

Marital Status : Single

LANGUAGES : English, Arabic
Malayalam, Hindi

SKILLS

Accounting Reports

Tax Computing

Payroll

ERP Implementation

Reconciliation

Spreadsheet

Auditing

Budgeting and Invoicing

Prepare Accounting Reports

Prepare Financial Statement

PROFILE

Driven accounting professional with established knowledge of accounting principles to execute in-depth financial audits and deliver comprehensive financial reports. Seeking a more challenging position within an organization that allows for further career advancement. Bringing bachelors' degree in Commerce and 4 years of experience in Accounting.

ACADEMIC CREDENTIALS

BACHELOR OF COMMERCE

Kannur University

(2014-2017)

WORK EXPERIENCE

ACCOUNTANT CUM ADMIN |

2022-2023

DESERT HERO GENERAL CONTRACTING LLC (ABUDHABI)

- Handle day-to-day accounting duties.
- Assist with account payable & receivable
- Reconcile invoices and identify discrepancies
- Create and update expenses report.
- Regularly reviewing and following up outstanding payment from customers.
- Inventory control
- Liaise with external vendors on related accounts matters
- Assist customer query and prepare sales quotation
- General administrative duties.
- Check documents for accuracy and completeness;
- Data entries and processing of documents, scan and update the information into the existing computer systems;
- Provide high quality-related administrative support services as required and assigned.

ACCOUNTANT CUM CASHIER |

2018 - 2022

TROPICAL TRADERS Pvt Ltd.

- Manage all accounting transactions. Publish financial statements in time.
- Handle monthly, quarterly and annual closings. Reconcile accounts payable and receivable.
- Ensure timely bank payments. Manage balance sheets and profit/loss statements.
- Comply with financial policies and regulations. Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate. Collect payments whether in cash or credit.

- Issue receipts, refunds, change or tickets, Redeem stamps and coupons.
- Cross-sell products and introduce new ones. Resolve customer complaints guide them and Provide relevant information.
- Greet customers when entering or leaving the store. Maintain clean and tidy checkout areas.
- Track transactions on balance sheets and report. Bag, box or gift-wrap packages.
- Handle merchandise returns and exchanges

PRIMARY ASSETS

- Willingness to learn
- A self-motivated team player with confidence and commitment
- Positive outlook and open-minded approach
- Flexibility & Hardworking and Sincere& honest
- Ability to work in a Highly Motivated Team Environment

COMPUTER LITERACY

Microsoft Office, Tally, Invaccs, Internet Applications

PERIPHERAL COMPETENCIES

- Teamwork
- Motivated and Dynamic
- Quick learner
- Cultural understanding

DECLARATION

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

ASEEB P