

# ASEEB P

ACCOUNTANT / CASHIER



## PERSONAL DE TAILS

+971 55 721 9552 (Call / WhatsApp)

aseebodayanchal@gmail.com

Address : Dubai , UAE.

Nationality : Indian

D.O.B : 16<sup>th</sup> 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