



Abhijit Ray

Accounts & Inventory Executive in Retail

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📍 Deira, Dubai, United Arab Emirates 📅 12/08/1985 🇮🇳 Indian

💍 Married

👤 PROFILE

Dynamic individual with hands-on experience in various position like Billing & Inventory Management ,Cashier, Accountant, and Commercial Executive talent for navigating challenges. Brings strong problem-solving skills and proactive approach to new tasks. Known for adaptability, creativity, and results-oriented mindset. Committed to making meaningful contributions and advancing organizational goals.

📁 PROFESSIONAL EXPERIENCE

07/2023 – present
Dubai,
United Arab Emirates

Jawhara Jewellery LLC

Accounts & Inventory Executive in Retail

- Managed billing and inventory processes at Jawhara Jewellery, UAE, enhancing efficiency in a fast-paced retail setting.
- Maintained optimal stock levels and ensured accurate, timely billing.
- Utilized advanced Excel for financial analysis and MIS reporting.
- Reviewed invoices, receipts, payment vouchers, and supporting documentation.

03/2022 – 07/2023
Kolkata, India

Keventer Agro Ltd

Accountant & Import & Export Knockoff Executive

- Accountant & Import/Export Executive at Keventer Agro Ltd, leveraging expertise in accounting and international trade.
- Managed import and export transactions, ensuring efficient inventory management.
- Maintained accurate financial records; responsible for the preparation of financial statements and reports.
- Facilitated coordination with suppliers and buyers to ensure smooth operations.
- Handled daily cash transactions, managed vendor payments, and processed bill bookings.

07/2020 – 02/2022
Kolkata, India

Balmer Lawrie & Co Ltd (CFS unit of Import & Export Department)

Junior Associated Billing Executive

- Junior Associate Billing Executive at Balmer Lawrie & Co Ltd, Import & Export Department, CFS unit, India (July 2020 - February 2022)
- Managed billing processes and ensured timely, accurate invoicing for clients
- Developed strong attention to detail and time management skills
- Acquired expertise in import and export regulations

04/2019 – 07/2020
Kolkata, India

Adani Wilmar Ltd

Commercial Executive

- As a Commercial Executive at Adani Wilmar Ltd, I was responsible for managing the commercial aspects of the company's operations in India
- I worked closely with cross-functional teams to ensure the smooth flow of business operations and achieve our sales targets
- Negotiated contracts with suppliers and vendors
- Coordinated with logistics team to ensure timely delivery of products
- Handling Depot Stock & Billing Process

11/2017 – 04/2019
Kolkata, India

- Maintaining credit line of sundry creditors and vendors payment & receipt

Kusum Times Agencies Pvt. Ltd (Samsung Mobile Distributor)

Billing & Inventory Executive

- I was responsible for overseeing the billing and stock management processes of the company
- During my time at the company, I gained valuable experience in effectively managing and organizing inventory levels and ensuring timely and accurate billing for all transactions
- Managed inventory levels to ensure efficient stock management
- Oversaw billing process for all transactions
- Maintained accurate records of stock and billing information
- Collaborated with sales team to forecast demand and plan inventory levels
- Implemented new system for tracking stock movement and reducing errors

05/2014 – 11/2017
Kolkata, India

B.G. Distributors & Shradha Agencies Pvt. Ltd.(Distributors of P&G)

Accounts Assistant cum Cashier

- I was responsible for ensuring accurate and timely financial transactions and maintaining the cash register for a period of 3 years and 6 months
- Managed daily cash transactions
- Reconciled bank statements
- Prepared financial reports
- Processed invoices and payments & physically bulk cash handling
- Maintained accurate records of sales and expenses
- Collaborated with team members to improve accounting processes

02/2008 – 05/2014
Kolkata, India

M/s Choudhury Construction

Junior Accounts Assistant

- As a Junior Accounts Assistant at M/s Choudhury Construction in India, I gained valuable experience in managing financial records and assisting with day-to-day accounting tasks. I worked closely with senior accountants to ensure accuracy and efficiency in financial operations.
- Assisted with accounts payable and receivable
- Prepared monthly financial reports
- Managed payroll and employee records
- Conducted bank reconciliations
- Maintained accurate and organized financial records, physically Cash handling & vendors payments

EDUCATION

2007 – 2009
Kanpur, India

Bachelor of Commerce

Chhatrapati Shahu Ji Maharaj University

SKILLS

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|--|------------------------------|-----------------------------|
| • MS-Office & Advance Excel | • DMS Operating System | • Tally ERP 7.2, Tally ERP9 |
| • SAPHANA (Material Management) | • Fact ERP Operating System. | • Physically Cash Handling |
| • I-Comet Operating System (Import & Export) | • Suntech Operating System | |

LANGUAGES

English



Hindi



Bengali

