

ADITYA PARAVANTAVIDA

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OBJECTIVE

Data Entry Executive with 4 years of experience in various company, seeking full-time Office job roles, where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

EDUCATION

Master of Business Administration, Pondicherry University 2014 - 2016

Bachelor of Commerce, Calicut University 2012 - 2014

SKILLS

Basic Computer Skills

SAP ERP

MS Excel

MS Word

MS Outlook

Tally Software

Handling Cash

Time Management

Typing Skills

Punctual & Maintain Discipline

Handling Office equipments

EXPERIENCE

Data Entry Clerk Sep 2021 - Oct 2023
Nazih Trading Company LLC *Sharjah, UAE*

- Process Invoices accurately and in accordance with closely defined procedures and timeline.
- Maintain proper filing of vouchers or invoices.
- Processing sales return from sales department.
- Undertaking routine administrative support procedures such as assisting with filing, opening and posting.
- Verify calculations and input computer codes for a variety of Items & documents.
- Receiving, Login, sending quotation, dispatching Items in service center department.
- Assisting admin assistant duties in Service center department.
- Maintain accurate records of pricing for the branch records and to prepare quotation.

Data Entry Clerk cum Operation Assistant May 2021 - Aug 2021
Barakat Vegetables fruits Co LLC *Dubai, UAE*

- Updating stock of items and sending stock report to purchasing or planning team.
- Assisting operations team.
- Preparing purchase and sales order.
- Maintaining stock variance report for updating stocks.
- Ordering and maintaining stock of non trade items for respective retail stores and transferring them whenever needed.
- Receiving and transferring of stocks through D365 ERP software.

Cashier Cum Sales Assistant

Al Khubaizi Motorcycles LLC

Jan 2019 - Aug 2020

Sharjah, Dubai and Abu Dhabi, UAE

- Handling Cash transactions.
- Checking daily cash accounts.
- Being responsible for cash and card payments.
- Maintaining daily, weekly and monthly sales reports.
- Record daily expenses and petty cash.
- Preparing receipt and payment voucher for vendors.

CERTIFICATIONS

Introduction to Data Science - CISCO Certified Course (June 2023)

LANGUAGES

- English
- Hindi
- Malayalam