

---

**BENJAMIN SAMUEL**

---



**+971 50 619 6855**



**DUBAI -UAE**



**benjaminsamuel009@gmail.com**

---

---

**Dear Employer,**

Greetings of the Day!

Your Company recently advertise on job opportunity for about days ago. After reading the job description I feel confident that I would be a perfect fit for the application. As per my skills, Ability and future potential is highly relevant and recommended for the position that precisely match your requirements.

Without wishing to sound boastful I feel that I come to you with a background that is unique and distinctive from another applicant. I have all the competencies that required to do that duties and job well. I want to highlight my ability to handle any pressure in any related to the job demand. My other core strength includes the following mention:

- ✚ Always representing the company with a professional manner.
- ✚ Being able to work in an environmental changed, challenges and multiple deadlines and task.
- ✚ Scheduling workload to meet priorities and targets.

For additional information about my capabilities pleased view my attached resume for further.

Right now, it would be a big step for the future to be in part of your refutable company. And such highly excitement like company of yours well be a big stage of my talent. Therefore, I would welcome for a chance for an interview where we can discuss and introduce myself broader. Thank you very much and eagerly to look forward from you soon.

Sincerely,

**BENJAMIN SAMUEL**



Dubai, UAE

PERSONAL INFO

Date Of Birth 08/10/1997  
Marital Status Single  
Gender Male  
Nationality Indian  
Visa Status Visiting visa

Languages Known

English, Hindi, Tamil, and Malayalam.

PROFICIENCY

- Communication
- Conflit Resolution
- Leadership
- Recording Vouchers General Ledgers
- Reconciliation of Accounts
- Accounts Payable and Receivable Function
- Payroll & Benefits Internal Audit
- Monthly P&L Preparation
- Supervision
- Delegation
- Consultative sales techniques

PROFILE SUMMARY

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

PROFESSIONAL ACHIEVEMENTS

- Providing preliminary information to customers.
- Maintaining databases and filing systems.
- Coordinating appointments and meetings.
- Managing correspondence.
- Passing of Journal entries according to the day-to-day transactions of the company.
- Managing general ledgers and posting accounting vouchers (Invoices, Bills, Receipts, Payments, and Journal vouchers).

PROFESSIONAL EXPERIENCE

**Accountant Cum Administrative Officer** June 2021 - Dec 2022  
**Eagleton Facility Management Private Limited, Bengaluru, India**

- Assisting human resources department with payroll and personnel databases.
- Conferring with accounting department to help make payments, process incoming invoices, and verify receipts.
- Ensure functionality of necessary office equipment, and requisitioning new equipment and supplies as needed.
- Creating reports and memos for managers and senior-level officers as needed.
- Assist in the preparation of financial reports such as financial statements and budget performance.
- Ensure compliance with applicable standards (i.e., GAAP) rules, regulations, and systems of internal control.

## STRENGTH

- Effective communicator
- Proactive
- Performance focused
- Growth oriented
- Adaptability

## CERTIFICATION COURSES

**SAP FICO & TALLY ERP**

**Cokonet Technologies**

**Branch Relationship Officer** May 2020- May 2021  
**State Bank of India, Kerala, India**

- Engage and educate customers on product usage.
- Convey brand information to customers and respond to questions/inquiries that arise.
- Responsible for daily/monthly sales targets.
- Investigate and address competitor's activities.
- Prioritize and schedule proactive calls to organization's accounts.
- Update and manage contact database with accurate profiles, notes, and relevant information.
- Prompting clients to upgrade their existing packages and to purchase additional offerings.
- Harnessing internal relationships to better address client's needs and to maximize our profits.
- Ensuring regular contact with existing clients to maintain our company's presence.

## PROFESSIONAL QUALIFICATION

**BACHELOR OF COMMERCE**

**MG University Kerala, India - 2020**

## PROFESSIONAL ACCOMPLISHMENTS

### KEY PROJECTS

Expense Reports	GVM Steel Fabrication and Welding Workshop L.L.C. AL Quoz, Dubai
Schedule of Values	GVM Steel Fabrication and Welding Workshop L.L.C. AL Quoz, Dubai
Tax filing Easiness	Eagleton Facility Management Private Limited. Bengaluru, India
Branch Walk -In Attention (Credit Cards)	State Bank of India. Kerala, India