



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