

# AJU SCARIA

## ACCOUNTANT & SALES

+971545100542 | [ajuscaria05@gmail.com](mailto:ajuscaria05@gmail.com) | 304 19A St, Al Nahada, Al Nahada 2, Dubai

### PROFESSIONAL SUMMARY

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Experienced Accounting and Sales Professional with over 5 years of hands-on expertise in financial management, cashier operations, sales support, and general office administration. Skilled in managing accounts payable/receivable, preparing financial reports, processing customer transactions, and maintaining accurate cash flow records. Demonstrated ability to support sales teams, engage with clients, and ensure smooth office functions. Adept in using accounting software, reconciling ledgers, and delivering timely financial documentation. Seeking a dynamic role where I can contribute my financial acumen, customer service skills, and operational efficiency to drive business performance and ensure fiscal accuracy.

### EDUCATION

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**BACHELOR OF COMMERCE, MG UNIVERSITY**

### WORK EXPERIENCE

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**N3 SPICES AND BAKERS | KOTTAYAM, KERALA, INDIA**

**JAN 2025 – MAY 2025**

ACCOUNTANT & SALES

- Maintained accurate financial records and processed day-to-day business transactions efficiently.
- Prepared, reviewed, and submitted timely financial statements in compliance with standard accounting practices.
- Managed accounts payable and receivable, ensuring timely billing, collections, and vendor payments.
- Tracked inventory-related costs and supported budgeting processes to control operational expenses.
- Ensured full compliance with statutory accounting standards, internal controls, and audit requirements.
- Engaged with customers, offering tailored product recommendations and detailed service information.
- Handled point-of-sale operations, including invoicing, payments, and reconciliation of daily sales.
- Fostered strong client relationships by providing excellent service and personalized sales experiences.

**ZENOCARE BUILDING MATERIALS TRAINING LLC, DUBAI**

**OCT 2024 – DEC 2024**

CASHIER & OFFICE JOB

- Accurately processed customer transactions through cash, credit, and digital payment methods.
- Managed daily cash register operations, including reconciliation and reporting of cash variances.
- Issued detailed receipts, tax invoices, and maintained transaction records for audit compliance.
- Delivered prompt and courteous service, resolving customer queries and concerns effectively.
- Created competitive and accurate price quotations tailored to individual customer requirements.
- Maintained organized office documentation, including sales records, receipts, and client correspondence.
- Supported front-desk tasks such as answering calls, scheduling, and handling basic administrative duties.
- Monitored product pricing and provided timely updates to internal teams for accurate invoicing.

**MUMS (ORTHO CLINICAL DIAGNOSTICS)**

**MAY 2019 – AUG2024**

ACCOUNTANT & OFFICE WORK

- Maintained accurate financial records, journals, and ledgers in compliance with accounting standards.
- Prepared and analysed balance sheets, income statements, and monthly financial reports.
- Handled accounts payable and receivable, ensuring timely payments and invoicing accuracy.

- Reconciled bank statements, monitored cash flow, and tracked daily financial transactions.
- Coordinated with auditors and ensured readiness of documents for internal and external audits.
- Managed office documentation, including filing, correspondence, and administrative reporting.
- Scheduled meetings, maintained calendars, and supported internal communication workflows.
- Oversaw inventory records, vendor billing, and procurement support for routine office supplies.

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## SKILLS

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| <ul style="list-style-type: none"><li>• Handling daily accounts</li><li>• Preparing invoices and bills</li><li>• Managing cash and bank records</li><li>• Reconciling accounts</li><li>• Keeping track of expenses</li><li>• Managing ledgers and journals</li><li>• Using accounting software (Tally, Wings)</li><li>• Preparing balance sheets</li><li>• Basic financial reporting</li><li>• Stock and inventory control</li><li>• Payroll support</li><li>• Maintaining audit files</li></ul> | <ul style="list-style-type: none"><li>• Talking to customers</li><li>• Explaining products and prices</li><li>• Making daily sales entries</li><li>• Following up with leads</li><li>• Meeting sales targets</li><li>• Building good customer relations</li><li>• Cross-selling products</li><li>• Preparing sales reports</li><li>• Handling walk-in clients</li><li>• Coordinating with accounts team</li><li>• Managing customer feedback</li><li>• Cash and card handling</li><li>• Team coordination</li></ul> |
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## PROFESSIONAL CERTIFICATION

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- Diploma in Financial Accounting and Administration Professional.

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## COMPUTER SKILLS

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- Tally Prime, Windowsn8, 10, Tally 9.0, Busy Software, Wings Software, MS Office

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## LANGUAGES KNOWN

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- English
- Malayalam

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## PERSONAL DETAILS

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- Nationality : Indian
- Marital Status : Single
- Date of Birth : 29/07/1996
- Visa Status : Visiting Visa
- Visa Expiry : 27/06/2025