



## SALMANUL FARISI. N

### CAREER OBJECTIVES

Seeking a responsible and challenging position in a growth oriented progressive organization where my experience and skills will significantly contribute to the overall success of the organization & provide opportunities for my career growth.

### WORK EXPERIENCE

#### **FAIR EXPORTS (INDIA) PVT LTD – (LULU GROUP INTERNATIONAL)**

**Designation: Accountant and Assistant Buyer.**

**March 2021 to April 2023**

- Maintain the daily financial transactions.
- Prepare the monthly income and expenditure statements.
- Bank reconciliation
- Handling Petty cash expenses
- Prepare the monthly GST return reports and send them to Head Office
- Co-ordination with Internal audit department for accounts finalization
- Negotiate contract terms of agreement and pricing.
- Checking & reconcile for Purchase, Sale entry in SAP.
- Prepare purchase orders and get approval from HOD, follow up vendors for supply.
- Vendor registration and coordination vendors in SAP.
- To release Purchase order to Vendor as per specification and follow-up for timely delivery dates.
- Coordinate internally with accounts payable, stores and requesting departments to ensure proper execution of purchasing activities & maintaining optimum inventory.
- Receive the materials from the vendor, check P.O for making G.R.N and maintain proper records in SAP.
- Maintaining record of Purchase Order, Material Receipt Note etc.
- Evaluate supplier performance based on quality standards, delivery time & best prices and ensure all the criteria are met according to the organizational requirements and expectations.
- Coordinate for Inspection with internal & external agencies as per customer/market requirement.
- Co-ordinate & manage product sampling.
- Manage customer complaints.
- Prepare reports on purchases, including cost analyses.

Job focus: Accounts,  
Buying, Administration,  
Retail Operation.

#### **Personal Details**

Nationality : Indian

Date of Birth : 17/11/1997

Marital Status: Single

Visa Status : Visit Visa

#### **Mobile**

+971-552758232

#### **Email**

Salmanul1997@outlook.com

### **Strengths/Skills**

- Strong inter-personal and communication skills
- Highly adaptable and self-motivated to learn new concepts.
- Strong team player
- Willing to relocate and travel.
- Professionalism and Respect
- Lawfulness and Justice
- Flexible and able to work under pressure.

### **Languages Known**

- English
- Hindi
- Malayalam
- Tamil

### **Technical Skills**

- *SAP –Retail*
- *MS Excel*
- *MS Word*
- *MS Power point*
- *MS Outlook*
- *Tally ERP*

### **BASS EXPORTS**

**Designation: Accountant - Executive**

**November 2019 to February 2021**

- Handling of Cash and Bank Accounts.
- Responsible for keeping full sets of Accounts.
- Maintain the accounts payable and accounts receivable systems to ensure complete and accurate records of all money.
- Responsible for the monthly closure of books of accounts

### **EDUCATIONAL QUALIFICATION**

- Bachelor of Commerce (Finance)  
2016-2019  
Calicut University, Kerala, India.
- Higher Secondary Education (Commerce)  
2014-2016  
Board of Higher Secondary. Govt. of Kerala.

### **DECLARATION**

I hear by declare that the above written are true to the best of my knowledge and belief.

**SALMANUL FARISLN**