



# Denny Dominic

## Admin cum Accounts assistant

### CONTACT & PERSONAL DETAILS

Mobile +971 582776068  
Email dominic.dennyp@gmail.com  
Address Sharjah, UAE

D.O.B 27 Aug 1992  
Driving License 877193 (UAE)  
Visa Status Employment Visa  
Nationality Indian  
Notice Period Immediate Joining

### KEY SKILLS

- *Financial Accounting*
- *Accounting Software*
- *Data Entry*
- *Ability to multitask*
- *Communication Skills*
- *Problem Solving*
- *Attention to detail*
- *Critical Thinking Skills*
- *Effective Leadership*
- *MS Excel*
- *Coordination*
- *Active Learning*
- *Collaboration*

### EDUCATION

- ❖ **B. COM (FINANCE)**  
Calicut University  
2013

### CAREER SUMMARY

Dedicated and skilled Admin cum Accounts assistant with 2 years of UAE experience managing business office functions and providing administrative assistance to accounts department. Committed to serving as an efficient problem solver and enthusiastic team member.

### EXPERIENCE

**Admin Cum Accounts Assistant** | 17 Nov 2021 - 7 Nov 2023  
Silver Point Printing Press LLC, Sharjah

- Carefully and accurately performed a variety of accounting, bookkeeping, and office tasks.
- Maintained updated financial records, prepared reports, and mailed account statements to customers.
- Performed credit control activities by following up the payments via telephone and Email.
- Researched, Monitored, and restored accounting or documentation discrepancies.
- Entered Key data of financial transactions in ERP software.
- Supported the production department by purchasing and ensuring timely availability of materials.
- Assisted accounts department in preparation of cheques payable and informed suppliers when payment is ready.
- Facilitated imports and exports of materials and goods preparing necessary documents and coordinating with agencies.
- Supported the sales department by providing insights and daily sales reports.

**Sales & Marketing Coordinator** | Feb 2019 - Jan 2020  
George and Company, Thrissur

- Processed customer orders from initial contact to completion, updating CRM systems with sales data.
- Generated quality sales leads through digital marketing process and cold calling to achieve new business targets.
- Closely collaborated with the sales team in installation of softwares, application and resolving customer complaints.
- Produced weekly and monthly sales reports informing the team on performance and opportunities.

**City Operations Manager** | Apr 2018 - Oct 2018  
Vijaikirti Technologies Pvt. Ltd, Bangalore

- Analyzed and identified trends in the market to facilitate the business development in Bangalore city while ensuring quality of service to the existing clients.
- Collected and created a database of new clients, vendors, societies and built relationships by regular visits.
- Attended client meetings with the BD team to execute the promotions and campaigns by ensuring the quality of leads to provide maximum ROI to the client.
- Updated management about new developments by regular QA visits and sent reports by collecting data from Bangalore, Chennai, Kochi and Hyderabad cities

## SOFTWARE PROFICIENCY

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- CRM & ERP
- MS OFFICE

## LANGUAGES KNOWN

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- English
- Hindi
- Arabic (Basic)
- Malayalam

## PASSPORT DETAILS

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Passport No	V2823577
Date of Issue	16-09-2021
Date of Expiry	15-09-2031
Place of Issue	Cochin

## INTERESTS

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- Sports
- Music
- Traveling

coordinating with team members. Also trained new promoters and service partners from various cities about the sales process.

**Corporate Sales Consultant** | Feb 2016 - Mar 2018  
Advaith Motors Pvt. Ltd, Bangalore

- Assisted customers in the showroom providing excellent customer service by offering refreshments, explaining product features, and demonstrating them in test drives. Also ensured all the required customer data has been collected and updated in the CRM software for further follow ups.
- Achieved monthly sales targets selling more than 100 cars each year by continuous follow ups and referrals and increased revenue by upselling vehicle accessories and pre owned vehicles.
- Created and developed new sales leads by conducting corporate sales promotion campaigns and converted them into sales.
- Collected payments and completed documentations including finance, registration, Corporate lease documents on time to ensure the vehicle delivered at the committed date and time.
- Visited and established professional relationships with corporate companies to promote and facilitate corporate lease programs.

**Sales Man** | Nov 2013 - Dec 2015  
Al Ashaqa Auto Spare Parts, Sharjah

- Actively sold spare parts to walk in customers by greeting, enquiring their needs, providing product details and suitable options.
- Handled cash transactions and recorded in ledger.
- Maintained shop clean and merchandised products to give customers a maximum shopping experience.
- Restocked products by regularly checking stocks and reduced cost by negotiating with suppliers comparing prices.

## DECLARATION

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I hereby declare that all the details provided above are true to the best of my knowledge.

**Denny Dominic**