

DHANESH KUMAR

ADMINISTRATION/ACCOUNT & OFFICE ASSISTANT

Abu Dhabi, UAE
0544819961
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OBJECTIVE

A highly motivated professional with a Bachelor's degree in Economics and extensive experience in accounting, office administration, data entry, marketing, and the service sector. Adept at financial management, administrative support, data analysis, and customer service, I seek to leverage my diverse skill set and experience in a dynamic organization. Committed to delivering high-quality work, improving efficiency, and contributing to the company's success.

EXPERIENCE

Office Assistant | Desert Line General Transportation

Mar 2023 – Feb 2024, Al Ain, UAE

Assisted in managing daily operations, handled data entry, and maintained accurate records of shipments and deliveries. Coordinated with drivers, prepared and processed invoices, and managed communication between departments.

Senior Sale and Service Assistant | Naïve Plus Software Solution Pvt. Ltd.

Jan 2020 – Jul 2022, Kerala, India

- ❖ Develop and implement sales strategies to promote banking accounting software to financial institutions and clients.
- ❖ Present and demonstrate the features and benefits of banking accounting software to clients, addressing their specific needs and concerns.
- ❖ Provide exceptional customer service and technical support to clients, assisting with software installation, troubleshooting, and training.
- ❖ Collaborate with the marketing team to create and execute marketing campaigns, including digital marketing, content creation, and social media engagement.

Accounting Assistant | Pallipad Service Co-Operative Society Ltd.

Jan 2017 – Dec 2020, Kerala, India

Efficiently handled data entry, bookkeeping, and financial transactions including invoices, receipts, and payments. Prepared and processed financial documents, managed material delivery records, and ensured accurate financial reporting.

EDUCATION

B. Ed in Social Science & Health and Physical Education | MG University.

2011 – 2012, Kerala, India.

BA in Economics | MG University.

2002 – 2005, Kerala, India.

SKILLS

- Sales
- MS Office
- Multitasking
- Marketing
- Effective Communication
- Time Management
- Accounting Software
- Customer Service
- Office Management

LANGUAGES

- Malayalam
- English
- Hindi

PERSONAL INFORMATION

Date of Birth: 14-03-1985

Marital Status: Married

• Passport No: U4742082