



# DILSHAD KALATHIL

SALES EXECUTIVE JUNIOR ACCOUNTANT

## PROFILE

An unwavering commitment to customer service, with the ability to build productive relationships, resolve complex issues and win customer loyalty. Motivated to maintain customer satisfaction and contribute to company success

## CONTACT

PHONE NUMBER:  
+971552190707

Nationality:  
India

Passport No:  
R4198314

EMAIL ADDRESS:  
Dilshadkalathil7@gmail.com

## EDUCATION

### EDUCATION

Diploma in Civil Engineering with AUTOCAD

Professional Diploma in Computer Aided Design

Higher Secondary Education

## WORK EXPERIENCE

### HASCON CONSTRUCTIONS- (INDIA)

#### SITE SUPERVISOR

Dec 2015–Nov 2020

Monitored compliance with all safety guidelines and policies. Made daily decisions about construction activities. Established and implemented work schedules and adjusted them to meet project deadline. Inventoried materials and ordered materials as needed. Read blueprints and plans and communicated them to workers. Supervision in Epoxy Flooring.

### TALAL GROUP OF COMPANIES- (DUBAI)

#### JUNIOR ACCOUNTANT SALES EXECUTIVE

March 2021– August 2023

Prepared and executed monthly journal entries including charge-backs, credit cards reconciliation, invoices, accruals and adjustments. Responsible for preparation and execution month-end closing tasks and procedures. Ordered office supplies for store personnel. Process invoices and delivery notes for requisitions. Resolve issues with contracts and buyers. Communicate with prospective buyers to determine terms and availability. Looked over accuracy of shipments upon delivery..Assisted purchase manager with selling duties.

## SKILLS

Autocad	35%
Adobe Photoshop	75%
Oracle Cloud	25%
Microsoft Word	90%
Microsoft Excel	50%