




# Kapil Giri

## JUNIOR ACCOUNTANT

### CONTACT

 +91-8395847296

 kapilgiri1230@gmail.com

### EDUCATION

**H.N.B.G University**  
Bachelor in Commerce  
2015 - 2018

### PASSPORT NO.

**UA4023950**

### ABOUT ME

Creative Web Developer dedicated to developing and optimizing interactive , user-friendly & feature-rich websites. Analytical skills and strong attention to details in order to deliver original and efficient web solution provide tech knowledge , build new websites from scratch and successfully manage a team web developers.

### EXPERIENCE

#### Property Specialist/Consultant/Sales

##### **VALCOM Properties LLC DUBAI, UAE NOV.2022- Till**

Consulting clients about the property. Briefing clients about the investment on the properties.  
Fixing meeting to viewing/check the property . Consulting clients if they want assistance with their property.  
Helping with the Documentation. And also briefing clients the interest they will get on their investment.  
Giving update to the clients on regular basis.

#### Supervisor/Cashier/Accounting clerk

##### **FMART SUPERMARKET, DUBAI - April 2021 –Nov.2022**

Entering Cash & credit invoices for proper accounting, maintaining purchase/sales, creditors/debtors ledger for data accuracy.  
Ensuring proper control over receivables & payables Monthly stock checking & Ensuring have proper inventory.  
Maintaining petty cash & sending daily basis reports (DSR, DSR Summary, DSR cash Flow.  
Preparing online orders & sending ASAP to give best customer service. And assisting the walk-in customer for help.

### SKILLS

|            |                    |
|------------|--------------------|
| HTML       | TallyErp9          |
| CSS        | Stock Checking     |
| JavaScript | LPOs making        |
| JSON       | Warehouse Ordering |
| Node.js    | Customer Service   |

### HOBBIES

Football , Pc Games , Exploring , Travelling

### PROJECT

- > Cooking Website using HTML , CSS
- > GYM Website
- > Funngro Sample Website for Evaluation

### LANGUAGES

Hindi - Native  
English - Intermediate