



HUNAIF PALATHINGAL

SALES EXECUTIVE AND
ASSISTANT ACCOUNTANT

DOB: 02/01/2001

As a successful Sales Executive and Assistant Accountant with two years and seven months of experience, I possess strong communication, negotiation, and relationship-building skills. I am knowledgeable in both sales and accounting principles, including accounts payable/receivable, general ledger management, and financial reporting. I am skilled in collaborating with cross-functional teams and developing innovative strategies to exceed customer expectations, while also managing multiple projects and ensuring accuracy in financial data. With a passion for customer service, attention to detail, and proficiency in accounting software, I am a valuable asset to any organization.

SOFTWARE

Tally prime

Ms word

Ms excel

Peachtree

Tally ERP 9

EDUCATION

12/2022 - 05/2023

IBS Academy

Diploma in Financial and Foreign Accounting

2019-2022

Calicut University

Bachelors of Business Administration (course completed)

2017 - 2019

Farook Higher Sec School

Commerce

EXPERTISE

Management Skills

Negotiation

Critical Thinking

Coordination

Punctuality

LANGUAGE

English

Malayalam

CONTACT

+971 56 930 5569

[_palathingalhunaif@gmail.com](mailto:palathingalhunaif@gmail.com)

Dubai

WORK EXPERIENCE

2020-2023

Assistant Accountant

@ Preethi GoldPark jewellery

As an assistant accountant, I have developed a range of skills and expertise in financial management. This has involved assisting with bookkeeping tasks, reconciling accounts, and preparing financial reports to ensure accurate record-keeping. Additionally, I have gained experience in budgeting, analyzing financial data, and assisting with audits to support the overall financial health of the organization.

2020-2023

Sales Executive

@ Preethi GoldPark jewellery

I have also gained experience in sales strategies necessary to effectively engage with customers. This has included learning how to understand customer needs, providing personalized recommendations, and closing sales to maximize revenue for the outlet.

CERTIFICATE

- Digital Global Certification in Tally Comprehensive
- Digital Global Certification in GCC VAT
- ISO Certification from IBS Academy