

LIJO PETER

SALES EXECUTIVE

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 lijopeter333@gmail.com

 Dubai, UAE

 Visit Visa



SUMMARY

Dynamic and Target-Oriented Sales & Accounting Professional **with over** 1 year of hands-on experience in both outdoor and indoor sales, **complemented by** 5+ years of solid expertise in accounting and financial operations. **Proven ability to** consistently exceed sales targets, foster long-term client relationships, **and** deliver accurate, timely financial reports. **Adept at** product promotion, inventory coordination, and customer service, **with a strong understanding of** retail and wholesale business dynamics. **Recognized for a** results-driven mindset, analytical precision, **and** a proactive approach **to problem-solving and performance improvement.**

WORK EXPERIENCE

SALES EXECUTIVE

BONLAO ASSOCIATES

 June 2024 – May 2025  Kerala, India

- Achieved consistent monthly sales targets by promoting Company products to retail and wholesale clients
- Built and maintained strong customer relationships, increasing repeat sales and client retention.
- Conducted product demonstrations and in-store promotions to boost product visibility and sales growth.
- Analysed customer needs and provided tailored product recommendations, improving customer satisfaction.
- Monitored competitor activities and market trends to support sales strategy adjustments.
- Coordinated with the delivery team to ensure timely order fulfilment and customer satisfaction.
- Resolved customer complaints promptly, maintaining a positive company image.

ACCOUNT ASSISTANT

GRANDMAS FOOD PRODUCTS

Dec 2018 – Mar 2024 Kerala, India

- Managed daily cash operations, including cash flow tracking, petty cash handling, and reconciliations.
- Performed regular bank reconciliations to ensure accuracy between company books and bank statements.
- Filed GST returns (monthly/quarterly) in compliance with government regulations and deadlines.
- Handled customer inquiries, resolved billing issues, and maintained positive client relationships.
- Maintained accurate records of client payments, ensuring timely follow-ups and collections.
- Oversaw accounts receivable and payable, ensuring prompt processing and proper documentation.

EDUCATION

B.COM IN FINANCE AND TAXATION

ILM College of Arts and Science
Methala – Mahatma Gandhi University
| 2014 – 2017

TECHNICAL SKILLS

- Tally ERP 9
- Tally Prime
- MS Excel
- MS Word
- PowerPoint

KEY SKILLS

- Customer Relationship Management
- Negotiation & Communication
- Market Analysis
- Product Promotion & Demonstration
- Sales Target Achievement
- Complaint Handling
- Team Coordination
- Bank Reconciliation
- Accounts Payable & Receivable
- Financial Reporting
- Payroll Processing
- Budgeting & Forecasting
- Audit Support
- Cash Flow Management
- Financial Statement Preparation
- Customer Relationship Management
- Accounting Software

- Processed vendor invoices and ensured timely disbursement aligned with payment terms.
- Posted journal entries and maintained the general ledger for accurate financial reporting.
- Coordinated with banks for transaction verifications, fund transfers, and loan documentation.
- Prepared supporting documentation for internal audits and coordinated audit processes.
- Ensured strict adherence to internal financial policies and accounting standards.
- Conducted monthly closing activities and generated periodic financial summaries for management.
- Supported inventory accounting and stock reconciliation processes with cross-functional teams.
- Implemented process improvements to streamline invoice processing and reduce reporting errors.
- Assisted in payroll calculations, employee reimbursements, and statutory deductions.

ADDITIONAL INFO

Nationality : Indian
DOB : 15 September 1996
Gender : Male
Marital Status : Single

PASSPORT INFO

Passport No : V2831050
Date of Issue : 22/09/2021
Date of Expiry : 21/09/2031
Place of Issue : Cochin

LANGUAGES KNOWN

English
Malayalam
Hindi
Tamil

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars

LJO PETER