

# NAKUL KUMAR

## Basic Accounts Work

+971568067369

LinkedIn/Portfolio

@nakulbijnori7388@gmail.com

Ajman



## EXPERIENCE

### Basic Accounts Work

#### Kasted general trading

01/2022 - 01/2023 Dubai

- Located Dubai
- Performed basic accounts work in QuickBooks
- Managed employment salary on a monthly basis
- Handled tasks such as invoicing, purchase orders, quotations, and follow-ups with customers for payment
- Received deliveries and arranged delivery to customers
- Deposited cheques in the bank on time as per cheque date
- Reported all work daily to my manager

### The Data Entry Clerk

#### E-City

01/2019 - 01/2021 Bur Dubai

- The Data Entry Clerk Duties include: monitoring work and shipment schedules, conferring with department supervisors, compiling reports on progress of work, inventory levels, and costs
- Entry new products into the system
- Update offer template daily based on price changes
- Perform all GRN and return purchase entries and conduct expiry checks with salesmen
- Assist customers in finding products
- Collect cash at POS according to shift schedule
- Regularly check product display sections for pricing levels
- Follow up with customers and report to manager

## EDUCATION

### Completed BSCIT

#### PTU University

Date period Location

## SUMMARY

My desire is to work with a company that provides open work environment, uses latest technology, empowered with technically qualified and skilled people, offers excellent growth opportunities and remuneration matches the best in the industry.

## LANGUAGES

### English

Advanced



### Hindi

Advanced



### Indian

Advanced



## SKILLS

Cricket

Data Entry

Quickbooks

## PASSIONS



Cricket



Listening music