

# SANTHOSH KUMAR

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Dubai - UAE

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## ASSISTANT ACCOUNTS/CASHIER

Providing support to the department. Performing the basic tasks such as filing, data entry, answering phones, processing the mail etc. Handling communication with clients and vendors via phones , email and in person, processing transactions, issuing checks and updating ledgers, budgets etc. Takes care of all financial matters within a company, like keeping and interpreting financial records. Reconciling bank statements and calculating payroll to keep their company in strong financial standing.

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## KEY COMPETENCIES

Tally 9 Erp MS Office Accounts payable and receivable	Financial analysis Bank reconciliation POS System	Team leadership, Listening ability High attention to detail. UAE VAT
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## PROFESSIONAL EXPERIENCE

**Chiyang Chinese Restaurant, Dubai - UAE**

**Jan 2019 - Aug 2023**

**Accounts Assistant/Junior Accountant**

Duties include posting journal entries, updating financial statements, maintaining accounts receivable and accounts payable, paying monthly payroll, and preparing financial reports.

Accomplishments:

- Managing day to day transactions and sorting financial documents and posting them to the proper accounts.
- Controlling entire financial data for the company and reconciliation of bank and ledgers and preparing cash flows.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Report on the company's financial health and liquidity.
- Computing and recording transactions and ensuring 100% accuracy for all transaction.
- Reconcile the invoice and identify discrepancies.
- Compute taxes and prepare tax returns.
- Prepare and process the accounts payable and account receivable.
- Ensure compliance with all relevant accounting standards and regulations.
- Maintain accurate and organized financial records including ledgers, journal and invoices.
- Preparing quarterly budgets under the purview of senior management.
- Maintaining accounts receivable, document bills and supporting documentation.
- Conduct the financial analysis to support business decision.

**Sikanadar Pasha Turkish Restaurant, Abu Dhabi - UAE**

**Jun 2016 - Aug 2018**

**Cashier/Store Assistant**

- Processing and receiving payments and issuing receipts to customers as they leave with their purchases. Taking orders via phones or in person and answering queries. Perform stock related duties like returning, packing, labelling and pricing goods

Accomplishments:

- Greeting customers as they arrive and leaving.

- Answering customer questions.
- Ensure that a check is made and recorded in the POS system for every food and beverage sale in the restaurant.
- Assisting with or taking customer orders.
- Ensure proper rates/denominations of currencies are communicated to the customers.
- Putting takeout orders in containers or bags.
- Closing or cashing out the register at the end of the day.
- Ensure that all the issuances from the stores are properly accounted for and utilized by various departments.
- Check the store for any breakages or routine maintenance.
- Ensuring prompt utilization and accountability of stock.
- Estimate food consumption, place orders with suppliers, schedule delivery and check the quality of deliveries.
- Total receipts and balance against sales, deposit receipts, and lock facility at end of day.
- Responsible for storage of both food & beverage and operational stock.
- Should be able to follow standards for issuing and receiving stock within the stores.

**Al Shams General Trading LLC, Dubai - UAE**

**Mar 2014 - May 2016**

**Cashier/Sales Associate**

Provides a positive customer experience with fair, friendly, and courteous service. Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases. Resolves customer issues and answers questions.

**Accomplishments:**

- Collects payments by accepting cash, check, or charge payments from customers and makes change for cash customers.
- Opening and closing cash counter.
- Scan the items, register the sales, and process transactions using required mode of payments.
- Assist customer in a professional and timely manner, providing excellent customer service at all times.
- Pack the customers scanned items when needed to ensure efficient and speedy service.
- Manage the transactions with customers using cash registers.
- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases.
- Manage the cash unit and return it at the end of each day.
- Enters price changes by referring to price sheets and special sale bulletins.
- Ensure racks are fully stocked.
- Promote add on sales and maintain an awareness of all promotions and advertisements.
- Answer customers' questions about specific products/services
- Inform customers about discounts and special offers.
- Stay up-to-date with new products/services.
- Provide customer feedback to the Store Manager.
- Manage returns of merchandise.

**Education**

**Calicut University**

**Bachelor of Commerce**

2001 - 2004, Kerala - India

**Languages**

English, Hindi, Arabic(Beginner) and Malayalam

**Personal details**

Passport Details - S6657345, Visa Status - Visit Visa, Date Of Birth - 17.04.1984

Marital Status - Single