



# RAJEEV G R

Assistant Accountant & Sales Coordinator



Umm Al Quwain -UAE



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rajeev.gr3@gmail.com

## KEY SKILLS

- Problem Solving
- Microsoft Office Word
- Ability to Work in a Team
- Microsoft PowerPoint
- Microsoft Excel
- Data Analysis
- Communication Skill
- Accounting Softwares
- Customer Service
- Computer Skill

## LANGUAGES

- English
- Hindi
- Malayalam
- Tamil
- Arabic

## DRIVING LICENSE

- UAE & Indian Valid Driving License

## PERSONAL DETAILS

- DOB : 04/11/1991
- Nationality : India
- Marital Status : Married
- Visa Status : Resident Visa

## REFERENCE

- Ratheesh Kumar  
Discovery Real Estate  
052 403 9937

## PROFILE

Experienced 9 Years in Assistant Accountant field , Skilled in utilizing Microsoft Excel and other accounting software to streamline processes and improve efficiency. Strong communication skills and the ability to work effectively under pressure and in a team environment. Proactive and detail-oriented, with the ability to multitask and meet deadlines. Committed to delivering high-quality work and providing exceptional customer service.

## WORK EXPERIENCE

### Assistant Accountant & Sales Coordinator

AL TATWEER READY MIX IND. LLC -Sharjah

March 2023 - Present

- Generate invoices accurately and in a timely manner.
- Create local purchase orders efficiently to facilitate procurement processes.
- Prepare receipts with attention to detail and adherence to financial protocols.
- Manage petty cash transactions, maintaining records and ensuring accountability.
- Coordinate sales activities effectively, ensuring smooth communication and collaboration between teams.
- Utilize strong organizational skills and exceptional customer service abilities to enhance operational efficiency and client satisfaction.

### Assistant Accountant

AL JABRI CEMENT PRODUCTS FACTORY - Umm al Quwain

Jan 2014 - Mar 2023

- Generated invoices, created local purchase orders, issued receipts, managed petty cash, and coordinated sales activities.
- Employed organizational skills and adept customer service to ensure smooth operations.
- Utilized computer proficiency to maintain and update financial records and databases effectively.
- Facilitated precise and punctual financial transactions with meticulous attention to detail.

## EDUCATION

### ● BSc Mathematics

University Of Kerala | 2010 - 2013

### ● Accounting & Taxation

Thiruvananthapuram | 2013 - 2013

### Declaration

I hereby declare that all the information given above are true and correct with the best of my knowledge.

RAJEEV G R