



RAJEEV G R

Assistant Accountant & Sales Coordinator



Umm Al Quwain -UAE



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+971 54 297 4300



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