



## ABOUT ME

Detail-oriented and results-driven cashier responsibilities include receiving payments and issuing receipts, keeping track of all cash and credit transactions with over 4 years experience and accountant with over 4 years of experience in financial analysis, auditing, and regulatory compliance. Seeking a challenging position to leverage my expertise in streamlining financial processes and improving organizational efficiency."

## CONTACT ME

### RAM SAI GUNDETI

#### Cashier/Accountant

D.O.B - 04 April 1994

**Phone:** +971 56 577 3539  
**A :** Near Sharaf Dg  
Bur Dubai, Dubai UAE

**E:** ramsaigundeti@gmail.com  
passport expiry D:21/08/2034  
Visa status: Visit Visa  
Date of expiry: 03/07/2025

## WORK EXPERIENCE

## EDUCATION

Degree in B. Com (Computer Science), R.K College, Lalit Narayan Mithila University  
S.S.C (English medium)  
Suryodaya High school

## LANGUAGES

English  
Hindi  
Telugu

## COMPUTER SKILLS

- Tally E.RP9 & Prime
- ERP applications
- M S Office Suite
- Accounting software's
- Zoho software
- Power point

Savar trader's  
International Exporter  
India  
02/2024 to 04/2025

Al Maadeed Food Stuff &  
Contracting Company  
Qatar  
06/2023 – 12/2023

### Accountant

- Accountant and invoices and bill of landings.
- shipment documentation through air and sea cargo
- Maintain accurate and up-to-date financial records
- Record transactions (income, expenses, assets, liabilities)
- Ensure documentation for all financial activities
- Prepare financial statements (balance sheet, income statement, cash flow statement)
- Generate periodic reports for management.
- Analyze financial performance and trends
- Provide financial forecasts and projections
- Prepare and file tax returns (corporate, individual, GST, etc.)
- Ensure compliance with local, state, and central tax laws

### Accountant

- Managed all aspects of the accounting cycle for food supply, ensuring timely General Ledger Accounting, Accounts Payable/Receivable, Inventory Management, Cost Accounting, and accurate financial reporting.
- Prepared and analysed financial statements, including income statements, balance sheets, and cash flow statements.
- Conducted cost-benefit analysis to support financial planning and decision-making processes.
- Monitored and maintained compliance with financial regulations and company policies, ensuring accurate and ethical financial practices.
- Coordinated the collection and completion of all necessary banking and shipping documentation, including Bills of Lading, for seamless product shipments between companies by country, managing invoices and transactions in their respective currencies.

**Operations in LM & Dispatch,  
Infifresh Foods Private Limited  
India 12/2021 – 10/2022**

**Avni Group of Hospitals  
India 11/2020 – 10/2021**

**Govindas International  
Vegetarian Restaurant  
India 10/2016 – 04/2020**

## **Executive**

- Daily tracking of transactions with timely closure and highlighting variances to the concerned team.
- Participated in delivering shipments/pickups as per requirements.
- Adhered to and supported the team in seamless adoption of new policies and processes.
- Tracked undelivered consignments and identified reasons for non-delivery

## **Accountant**

- Conducted business-specific research for pharmaceutical companies and made recommendations adopted by partners.
- Developed 50+ effective client relationships through professionalism and follow-through.
- Processed deposits and withdrawals for 10+ current accounts.
- Prepared daily proof sheets at the close of payments each day for all transactions.
- Possessed knowledge of accounting and bookkeeping procedures.
- Ensured accurate data entry of accounts payable checks and receivable functions.
- Managed vendor accounts and forecasted budgets

## **Front Desk Executive & Cashier**

- Strong accomplished experience in restaurant accounting.
- Operational knowledge of POS system, tracking costs, and preparing payroll.
- In-depth knowledge in the fields of accounting and accounts payable.
- Ability to accurately calculate accounting and payment of invoices due.
- Demonstrated ability to multi-task and handle challenging priorities.
- Extremely organized with detailed attention to tasks.

## **KEY SKILLS AND COMPETENCIES**

- Demonstrated ability to manage a team.
- Excellent communication and interpersonal skills.
- Implementation of ERP Software.
- Ability to meet a constant stream of deadlines.
- Good all-round Accounting, Finance and Auditing Knowledge.
- Review financial statements, sales and activity reports and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.
- Familiarity with accounting software and programs.
- The capacity to make quick but rational decisions.

## **AREAS OF EXPERTISE**

Accounts Payable & Receivable  
Audit Management  
Financial Analysis  
Cash Flow management  
Financial Reporting & MIS  
Payroll & Inventory Management  
Financial Operations Management  
Team handling skills  
Professional Speaking Abilities  
Negotiation Skills

## **REFERENCE**

Shall be furnished upon Request.

**RAM SAI GUNDETI**

