



AJAY SEBASTIAN K S

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- Jumma Al Majid Building 1, Al Karama, Dubai, UAE

EDUCATION

2016 - 2018
SRV GOVERNMENT HIGHER
SECONDARY SCHOOL

- Higher Secondary Education
In Commerce

2018 - 2019
ENS INSTITUTION OF
ACCOUNTING

- Diploma in Accounting

CERTIFICATION

IELTS

- Overall - 6.5

SKILLS

- Customer Service
- Cash Handling
- Computer Proficiency
- Time Management
- Problem Solving
- Effective Communication
- Critical Thinking
- Multitasking

LANGUAGES

- English
- Hindi
- Malayalam

PROFILE

Motivated and customer-focused professional with a proven track record as a Cashier cum Receptionist and as an Accounts Assistant. Demonstrated expertise in delivering exceptional customer service, executing cash transactions, and efficiently managing front desk operations. Eager to leverage my skills and experience in a challenging role to drive organizational success. Proficient in commerce, adept at multitasking, and highly skilled in computer systems and communication. Known for adaptability and excellence in time management.

WORK EXPERIENCE

- Aaraamam Restaurant (Dubai)** 2024 - 2024
Cashier
 - Managed cash register transactions with accuracy and efficiency, handling high volumes of cash and credit card payments daily.
 - Greeted and assisted customers in a professional and friendly manner, providing information on products and services.
- NM Royale County** 2022 - 2023
Accounting Assistant
 - Processed invoices and purchase orders in a timely manner, ensuring accuracy and compliance with company policies.
 - Helped Senior Accountants in conducted monthly bank reconciliations to identify and resolve discrepancies, resulting in improved financial reporting accuracy.
 - Assisted in preparing financial statements and reports for management review, highlighting key insights and trends.
 - Collaborated with cross-functional teams to streamline accounts payable processes, resulting in improved efficiency and cost savings.
- Hotel Benhur** 2019 - 2022
Cashier/Receptionist
 - Managed cash register transactions with accuracy and efficiency, handling high volumes of cash and credit card payments daily.
 - Greeted and assisted customers in a professional and friendly manner, providing information on products and services.
 - Answered incoming phone calls and directed inquiries to appropriate departments, maintaining a courteous and helpful attitude.

PASSPORT & VISA DETAILS

PASSPORT

Passport number: S4183115
Validity : Till 17/06/2028

VISA

Type: Visit Visa
Validity : Till 24th July 2024