SARAN.S.S

Contact

Address:
Building 2,Near mediclinic building
Baniyas east 9,Abu dhabi

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Email:
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Languages

- English
- Hindi
- Tamil
- Malayalam

Personal information

- Date of birth: 02/09/1992
- Religion: Hindu
- Gender: Male
- Nationality: Indian
- Marital status: Married
- Passport number:S8646959
- Driving license: UAE license

Professional goal

To attain a challenge and responsibility where i can contribute the best of my skill and effort for the growth of the organization as well as myself.

Skill Highlights

- SYSTEMS APPLICATIONS AND PRODUCTS IN DATA PROCESSING (SAP)
- Odoo
- Tally
- Peachtree
- Quickbooks
- Microsoft office

Experience

FRONT DESK CUM ACCOUNTS ASSISTANT- 02/2018 to 03/2019
FUTURE RETAIL LIMITED , INDIA

- Perform all administrative and clerical duties.
- File vouchers, bank statements and any other general fillling, photocopying for the finance department.
- Interact with customers regarding the orders.
- Greet and welcome customers as soon as they arrive.
- Handling the petty cash.

PURCHASING REPRESENTATIVE - 08/2019 to 08/2021
AL MADINA GROUP ,ABU DHABI

- Manage relationships with key suppliers to maintain quality of goods, timely deliveries and compliance to terms of contracts.
- Monitored material usage and adjusted the material stock as necessary to maintain inventory management goals.
- Call vendors to check on orders, schedule deliveries and coordinate payments.
- Maintained all purchasing orders,documents and records stamped vendor invoices, and reviewed complex requisitions.

SALES ASSISTANT CUM CASHIER – 09/2021 to still working
ETIHAD MODERN ART GALLERY, ABU DHABI

- Handle simple administrative duties
- Assist customers in locating specific products
- Replenishes product inventory
- Billing and taxation.

Education

- Bachelor of Arts - 2014

Kerala University, INDIA

- Diploma in Indian and foreign accounting - 2017

G-Tec education , Govt of India

Certifications

- INTERNATIONAL ASSOCIATION OF BOOKKEEPERS (iab)