



SOJU P SAM

Store Manager

EMAIL:

sojupsam62@gmail.com

PHONE:

+971 528335617

LOCATION:

Abu Dhabi, UAE

KEY SKILLS:

- Leadership
- Communication
- Problem Solving
- Risk Assessment
- Customer Service
- Financial Analysis
- Decision Making
- Budgeting
- Time Management
- General Ledger Accounting
- Multitasking Ability
- Reporting & Documentation
- Accuracy
- Conflict Resolution
- Payroll Processing
- Expense Tracking
- Attention to Detail
- Cash Management
- Auditing
- Book Keeping
- Team Work
- Continuous Learning
- Organisation Skill
- Ethical Conduct

COMPUTER SKILLS:

- Tally
- Excel
- Peachtree
- MS Office
- MS Word

Results-driven and detail-oriented accountant with over 5+ years of experience in financial management, reporting and analysis. Seeking a challenging role as an Accountant where I can leverage my extensive expertise in financial forecasting and audit preparation to contribute to the financial success and growth of a dynamic organization. Committed to maintaining the highest level of accuracy and integrity in financial reporting while continuously improving processes to drive efficiency and effectiveness.

EXPERIENCE:

STORE MANAGER | 2019 – 2023

CLEAR VISION OPTICS WLL, MANAMA, BAHRAIN

DUTIES & RESPONSIBILITIES

- Keep and anticipate having enough inventory for both the main store and its branches
- Keep up stock on the Talabat (online) portal.
- Check the stock frequently to make sure nothing is missing.
- Monitor Daily Requirements from Branches and Place Orders with supplier's
- Based on sales, replenish the inventory in the branches.
- Place new orders both offline and online.
- Setting prices for products.
- Upon receiving new items, make sure the quantity matches the invoice, inspect the item for flaws, create an item code in the system for the price tag printing, and distribute it to the branches.
- Place replacement part orders and file warranty claims to supplier.
- Return damaged items to suppliers.
- Identify dead stocks and notify seniors of them.
- Request advertisements materials from supplier's and update it in the branches.
- Training new hires; supervising junior workers.
- Help auditors with the annual stock verification.
- Ask suppliers for advertising materials, then update it at the branches.

ACCOUNTANT & AUDIT SUPERVISOR | 2018 – 2019

THOMAS VARGHESE & ASSOCIATES

DUTIES & RESPONSIBILITIES

- Participate in the development of audit plans and strategies.
- Gather and organize relevant information for audit planning.
- Review financial documents, records, and reports for accuracy and completeness.
- Verify the authenticity of financial transactions and supporting documentation.
- Assess the effectiveness of internal controls and compliance with policies.
- Identify weaknesses or areas for improvement in internal control systems.
- Support audit seniors or managers during the fieldwork phase of the audit.
- Conduct audit tests and procedures as directed.
- Assist in the preparation of audit findings and recommendations.
- Contribute to the drafting of audit reports for management and stakeholders.

PERSONAL INFO: ● EDUCATION:

Date of Birth: 09/03/1996

Marital Status: Married

Gender: Male

Nationality: Indian

Address: Kochuthundil veedu,
Puthanambalam P.O Kollam,
Kerala, India

PASSPORT INFO: ●

Passport No: S1891688

Date of Expiry : 11/06/2028

Place of Issue : Trivandrum

LANGUAGES KNOWN: ●

Malayalam & English

EDUCATION:

PROFESSIONAL DIPLOMA IN COMPUTERISED FINANCIAL ACCOUNTING

GATE WAY COMPUTER EDUCATION, ITI PATHANAMTHITTA , KERALA INDIA -2018

PROJECT: Awareness of ATM cum Debit Card Services Among Senior Citizens

BACHELOR OF COMMERCE IN COMPUTER APPLICATION

MAR CHRYSOTOM COLLEGE OF ARTS & SCIENCE - 2017

HIGHER SECONDARY

BOARD OF HIGHER SECONDARY EXAMINATION - 2014

SSLC

BOARD OF PUBLIC EXAMINATION - 2012

DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

SOJU P SAM