

# SOUVIK MUKHERJEE



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## PROFILE

Looking for challenging career with a professional organization where will be mutual growth and exploit my skills and abilities I procured from my experience

## EDUCATION

**B.com, Accountancy Honors from University Burdwan**

Kolkata, India

## LANGUAGE

- English
- Hindi
- Bengali

## SKILLS

- Ability to spot and resolve problems efficiently
- Mastery in delegating multiple tasks
- Communication and leadership skills
- Working knowledge of various computer software programs (MS Office, Tally Erp 9, excel, Microsoft word, Basic computer from Cmc, Financial accounting from Aptech)
- Experience as an office assistant or in a related field
- Ability to work well under limited supervision
- Ability to write clearly and help with word processing when necessary

## PROFESSIONAL EXPERIENCE

### Multiplex Constructions Office Assistance | Clerk

January 2021 – present | Dubai, UAE

- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents, and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Organizing travel by booking accommodation and reservation needs as required.
- Coordinating events as necessary.
- Maintaining supply inventory.
- Maintaining office equipment as needed.
- Aiding with client reception as needed.
- Experience as a virtual assistant.
- Creating, maintaining, and entering information into databases.
- I know how to maintain tally erp9, excel, and Microsoft Office.

### DLF LIMITED PVT CO., BILLING CLERK

1 Year 5months | Kolkata, India

- Manage account balances to discover outstanding debts or other inconsistencies
- Collect all information needed to calculate bills receivable (order amounts, discount rates etc.)
- Check the data input in the accounting system to ensure accuracy of final bill
- Issue invoices and bills and sent them to customers through various channels (mail, e-mail etc.)
- Issue customer account statements periodically or whenever necessary
- Receive payments through various methods (cash, online payments etc.) and check for credibility
- Send reminders for payments and contact customers when assigned
- Update accounting records with new payments, balances, customer information etc.
- Answer questions and handle complaints from customers regarding bills
- Report on activity to upper management

## PERSONAL DATA

Gender: Male

Date of Birth: 03/07/2000

Nationality: India

Passport No: T8707285

Marital Status: Single

Visa Status: Employment Visa

## DECLARATION

I do hereby, declare that the information furnished above is true to the best of my knowledge and belief.

**SOUVIK MUKHERJEE**  
United Arab Emirates