



Suresh Kumar

Admin cum office assistant/data entry operator/cashier

My Contact

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📍 Abuhail,Hor al anz,Dubai

Hard Skill

- Strong data entry skills for expense reports.
- Proficient in Microsoft Excel.
- Knowledge of accounting principles and Accounts Payable processes.
- Familiarity with purchase order processes.
- Problem-solving skills
- Strong organizational skills. Administrative and organizational skills go hand in hand

Soft Skill

- Data entry
- Organization
- Time management.
- Mathematical.
- Multitasking. and Communication

Education Background

- SR.govt. school high school
Completed in 2008
- Sri kaliswari collage
*Certificate in Batchelor of Science,
Chemistry*
Completed in 2012

Languages

Tamil,English,Malayalam

About Me

Dedicated and detail-oriented Admin cum accounts with 6 years of Gulf experience. specialist is there to make sure all bills are paid in an efficient and timely manner. These financial specialists provide administrative and clerical support by processing, verifying, and reconciling invoices, monitoring expenses, and keeping a record of it all for tax purposes.

Professional Experience

Ast Digital print centre-Admin cum Showroom Manager- Dubai 2021 – Present

Key responsibilities:

- Managing and overseeing the daily operations of the accounting department
- Monitoring and analyzing accounting data and produce financial reports or statements
- Manage and oversee the daily operations of the accounting department including :month and end-year process
- accounts payable/receivable
- cash receipts
- general ledger
- payroll and utilities

Ast Digital print centre-Admin cum Showroom incharge 2019 – 2021

Key responsibilities:

- Plan, coordinate and manage all administrative procedures and systems.
- Allocate responsibilities and office space. Assess staff performance.
- Provide coaching and guidance to ensure maximum efficiency.
- standard clerical duties as assigned, including faxing and copying, organizing meeting schedules for various departments

Ast Digital print centre-Admin cum machine operator 2018 – 2019

- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate
- Collect payments whether in cash or credit.
- Issue receipts, refunds, change or tickets.
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving the store