

Sanjay Kumar

Store Manager & Office Administrator

Dubai, United Arab Emirates

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CAREER PROFILE

Accounting professional Computer Application and **5 years of experience as Store Manager and Office admin**, and looking forward to join a professional and dynamic organization. Where I can utilize my best drafting knowledge and vast work experience to grab ample of career progression opportunities.

WORK EXPERIENCE

- 1) **Job Description** : Store Keeper Office Admin
Organization : Blueprint Emirates Interior LLC
Duration : 2 years (Aug 2017 to Sep 2019) UAE

- 2) **Job Description** : Office Admin & Coordinator
Organization : Shukhbir Solar Power Plant Ellanabad
Duration : (Oct 2020 to July 2023) India

- 3) **Job Description** : Store Manager & Logistics
Organization : Florida Global Technical Service LLC
Duration : 6 Months (Aug 2023 to Jan 2024) UAE

KEY RESPONSIBILITIES

Procurement cum Accountant Duties:

- Dealing with Insurance Company for Follow up Claim Outstanding and other Insurance Works
- Sales Coordination and Office Administration
- Preparation and issue of Cheques, Petty Cash Voucher, Bank Payment Voucher, Receipt Voucher, Payment Voucher etc.
- Manage Inventory and Verify Physical stock with actual system stock.
- Bank Reconciliation and Scheduling Bills Payables & Receivables
- Making of Sales Reports and Stock Summery
- Purchase Entry and Issue of LPO to concerned supplier Making of Quotation and other Documents

STRENGTH

- Tally ERP9
- Negotiation
- Financial Analysis
- General Reporting
- VAT Knowledge

PERSONAL SKILLS

- Strong Oral & Written Commands
- Interpersonal & Team Work
- Flexible & Innovative
- Result Oriented
- Time Management

ACADEMIC QUALIFICATION

- **Bachelor of Art's**, University of Rajasthan, India

COMPUTER PROFICIENCY

- Accounting Packages- **Tally ERP9 (Expert)**
- **MS Office- Word, Excel & Power Point (Expert)**
- **Outlook**

PERSONAL DETAILS

DOB : 03-06-1991
Marital Status : Married
Nationality : Indian
Languages Known :
1. **English** Speak, Write, Read (Fluent)
2. **Hindi** Speak, Read, Write (Fluent)
3. **Panjabi** Speak, Read, Write (Fluent)

REFERENCE

Submit upon request.

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

Sanjay Kumar