



# Sunil Rai

## Accountant

As an accountant, I use communication, adaptability, and problem-solving skills alongside hard skills like financial reporting and data analysis. Proficient in accounting software, I demonstrate leadership through decision-making, conflict resolution, and empowering my team to enhance efficiency and collaboration.

## Contact

### Phone

+971-502668259

### Email

bantawasongmen2019@gmail.com

### Address

Al Karama, DUBAI UAE

### Visa Status Visit

## Qualification

2008

**School Leaving Certificate**  
Annal Jyoti Boarding School

2010

**High School Degree**  
Moon Light Higher Secondary School  
Business & Marketing Management

2014-2017

**Bachelors Degree**  
Sikkim Manipal University  
Information & Technology

## Expertise

- Digital Communication
- Ms Excel
- Ms Word
- Micro Soft Outlook
- Ms Power Point
- Welcoming Guests
- Document Collaboration

## Language

**English** Written & Verbal

**Hindi** Written & Verbal

## Experience

2022-2024

Annal Jyoti Boarding School  
**Accountant**

I am a detail-oriented accountant with more than one year of experience in financial reporting, budgeting, and tax preparation. Skilled in using accounting software and Excel to enhance efficiency and accuracy, I am dedicated to ensuring compliance and providing strategic insights that drive business growth.

2018-2021

**Sales Person**  
Bhat Bhateni Supermarket

I possess strong communication skills, resilience, Team work, Emotional Intelligence and adaptability as a salesperson. My responsibilities include building relationships, understanding customer needs, presenting products effectively, closing sales, and achieving targets while providing excellent customer service and maintaining in-depth product knowledge to drive growth.

2015-2017

**Sales Person**  
A-One Mart Super Market

As a first-time salesperson, I brought enthusiasm, strong communication skills, goal oriented, problem solving, leadership and a willingness to learn. My responsibilities include engaging customers, understanding their needs, and promoting products to achieve sales goals effectively.