



# VIDHUN T R

Visa Status: Visit Visa

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## RESUME

### CAREER OBJECTIVE

To work in an intellectual environment which will demand maximum creativity and its application, help me obtain technical and social exposure and keep my Knowledge and technology updated, that would add value to means well as to the Firm I work for.

### PROFESSIONAL EXPERIENCE

**DEEM FINANCE GARGASH GROUP -DUBAI - MAY 2022 TO OCTOBER 2023**  
**SAHARA CENTER BRANCH**

**Designation: FILING CLERK AND ADMIN -(SAHARA CENTER BRANCH)**

#### Duties & Responsibilities:

- Accruing new business finance customers, Handling the personal loan and credit card
- Preparing Daily sales report
- Company visits and company listing
- Develop and maintain relationship with customers and HR officials of the customers companies
- Achieving targets by giving proper follow up by calls, meeting and emails
- Delivering errors free service to customers
- Examining documents
- Maintaining good relationship with existing customers
- Dealing with customers feedback, esquires and complaints
- Participating in meeting with the organizations sales manager
- Regularly reviewing the sales strategies and targets.
- Using negotiation and communication skills to sell products.
- Assisting to the customers for credit card and personal loan cancellation and cash depositing in the ATM machine.
- CRM updating and customer service, complaint solving

## **DATA DIRECT GROUP, DUBAI - December 2020 – APRIL 2022**

**Designation: Sales Executive (ABU DHABI COMMERCIAL BANK (ADCB))**

### **Duties & Responsibilities:**

- Create persuasive arguments to sell credit card and services to customers.
- Create cost-benefit analyses of customers.
- Maintain positive relationships with customers.
- Regularly reach out to potential customers.
- Take care of customer complaints quickly and efficiently.
- Set and maintain sales target goals.
- Communicate with team members regularly.
- Preparing and submitting sales contracts for orders.
- Answer customer's questions.
- Write up reports on customer satisfaction.
- Greet and assist customers.

## **TANZEEL TYPING AND COPYING - SHARJAH - Jan -2019 to Dec – 2020 (TAW SHEEL WORK)**

**Designation: Accountant cum Sales**

### **Duties & Responsibilities:**

- Manage all petty cash and office supply expense accounts.
- Verification of front office bills and credit cards
- Credit card reconciliation.
- Preparation of bank reconciliation statement
- Daily receipt voucher entry and petty cash entry in the systemS
- Handling cash management issue through review and updating the system
- Conducting monthly physical stock department wise and report to senior accountant
- Completion of month end trial balance and reports to the chief accountant before cutoff date.
- AP/AR/GL Management.
- Cash flow management to meet ongoing cash needs of the division.
- Supervision of overall Accounts billing/settlements/purchases etc.

- Monthly Staff's Payroll Preparation.
- Staff's Leave salary and Gratuity calculations.
- Daily sales reports to Finance manager and Executive director.
- Daily Bank Positions to Group finance Controller.
- Generation of different MIS reports for management use like sales, purchases, receivables, payables, different accounting schedules etc.
- Management of Account Payables/ Receivables, reconciliation with the Customers' accounts, month end MIS generation and keep monitoring up to finalization.
- Now all accounts works are doing by excel and TACME GOVT. Software

## **Al Rabie Saudi Foods Co Ltd, Saudi Mar 2015 – May 2018**

### **Designation: Accountant**

#### **Duties & Responsibilities:**

- Responsible for preparation of periodic accounts of its Cold Store Division.
- Completion of month end trial balance and reports to the chief accountant before cutoff date.
- Margin & Sales analysis of different product items, billing/invoice control.
- Import/shipment costing, Inventory management.
- AP/AR/GL Management.
- Coordination with international suppliers for billing & settlements.
- Cash flow management to meet ongoing cash needs of the division.
- Supervision of overall accounting transactions for billing/settlements/purchases etc.
- Monthly Bank reconciliations
- Monthly Staff's Payroll Preparation.
- Staff's Leave salary and Gratuity calculations.
- Daily sales reports to Finance manager and Executive director.
- Daily Bank Positions to Group finance Controller.

#### **EDUCATIONAL CREDENTIALS**

- Bachelor of Commerce from Kannur University in 2014

#### **ADDITIONAL CERTIFICATION**

- DTP
- PGDCA (Post graduate Diploma in Computer Application)
- TALY

### **OTHER SKILLS**

- Tally(ERP-9)
- MS Office (word, Excel, Power point)
- photo shop

### **SOFTWARE KNOWLEDGE**

- Tacme -Government software (Taw sheel work)
- Direct Axis -ERP software
- Tally 9.0
- creative -ERP

### **PERSONAL PROFILE**

Nationality : Indian  
Date of Birth : 02/08/1989Sex : Male  
Marital Status : Married  
Passport No : U9850850  
Languages known : English, Hindi, Malayalam &Tamil  
Phone number : +971508510578  
Driving License : UAE, Saudi, Oman, Indian,

### **DECLARATION**

*I hereby declare all the above details are true and correct to  
the best of my knowledge and belief.*

Place:  
Date:

VIDHUN.T.R