



# VILLY PIOUS

## Profile

An ever-optimistic, highly talented, target-oriented with more than five years of experience as Clerk/Assistant in Accounts department of the various leading enterprises in Kerala, India and is easily adaptable to new environments, sincere and dedicated team player-cum-motivator with effective interpersonal and communication skills, Good Computer Knowledge (Tally ERP 9 and Microsoft Office), efficient to handle risks and capable of solving crises with a cool and sweet temper.

## Employment History

### Store Admin, Al Adark Construction Company, Dubai UAE

DECEMBER 2023 — PRESENT

1. Implementing goods receipt /issue procedure
- 2.Tracking inventory
3. Putting Goods in the warehouse
4. Arranging goods in the warehouse
5. Strictly complying with regulations on fire preventions
6. Ability to adapt quickly to the working environment
7. Good teamwork skills

### Billing Clerk, Honda Motorcycle dealers "Srivari Honda Services", Kerala

JULY 2021 — SEPTEMBER 2023

1. Create and process invoices for goods and services provided by the company.
2. Enter billing information into the company's accounting system accurately.
3. Review invoices for accuracy, ensuring that all billable items are accounted for and that pricing and quantities match contractual agreements or company standards. Implementing goods receipt/issue procedur
4. Investigate and resolve any discrepancies or issues with invoices, which may involve communicating with other departments or clients.
5. Monitor and follow up on outstanding customer balances to ensure timely payment.
6. Maintain detailed and organized records of all billing and financial transactions.
7. Prepare and generate billing reports for management to track revenue and outstanding invoices.
8. Address customer inquiries related to billing, resolve issues, and provide assistance with payment options and arrangements.
9. Maintain files and documentation related to billing and accounts receivable.

## Address

Baghlaf Building, Near Sharjah  
College Signal, A Block 206,  
Sharjah, United Arab Emirates  
+971 56 144 8054  
[VILLYPIOUS96@gmail.com](mailto:VILLYPIOUS96@gmail.com)

## NATIONALITY

Indian

## DATE / PLACE OF BIRTH

12/03/1996  
India

## Skills

Fast Learner  
  
Microsoft Office  
  
Customer Service  
  
Ability to Work in a Team  
  
Team Player  
  
Creative Thinking  
  
Ability to Multitask  
  
Teamwork Skills  
  
Decision Making  
  
Computer Skills

## Languages

English  

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Malayalam  

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## Hobbies

Cycling and Badminton

10. Assist in month-end closing activities, including reconciling accounts and generating financial statements.
11. Collaborate with other departments, such as sales and customer service, to resolve billing-related issues and provide necessary documentation.
12. Utilize accounting software and tools for efficient billing and record-keeping.

## Education

**B.Com, Calicut University, Kerala**

Expecting the completion of Graduation on 2024

**Higher Secondary, St. Thomas Thop School , Kerala**

JUNE 2013 — MARCH 2015

## Others

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|------------------------------------|---|
| 1. Passport No.: S8956063          | Expiry date :21/10/2028                           |
| 2. Emirates id: 784-1996-2363297-5 | Issue date: 19/12/2023<br>Expiry Date: 18/12/2025 |

## References

### References available upon request