

CURRICULAM VITAE  
ARUN KUMAR T MBA, BCOM

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Nationality: Indian | DOB: 09-03-1992



## **OBJECTIVE**

- To pursue a challenging and progressive career in an organization where my skills and abilities will contribute to the growth of the organization.

## **PROFESSIONAL EXPERIENCE**

Accountant

**Alfan Office Equip. LLC, UAE** [Jan 2019 to date]

### **Responsibilities include,**

- Prepare balance sheets, profit and loss statements and other financial reports by compiling and analyzing account information
- Documents financial transactions by entering account information
- Reconciles financial discrepancies by collecting and analyzing account information
- Complies with financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions
- Maintains customer confidence and protects operations by keeping financial information confidential
- Contributes to team effort by accomplishing related results as needed
- Follow-up on receivables, managing and retaining relationships with existing clients as well as identifying new business opportunities.
- Reviewing the viable income streams and customer needs

Accountant

**Bliss Middle East Technical Services LLC, UAE** [Feb 2017 to Jan 2019]

- Prepare Day Book and Invoice.
- To manage books of account.
- Follow up customer payments and credit control.
- Type and word process documents as needed.
- Maintains stock of the office supplies and specialized forms.
- Maintains filing systems (updating index, creating, updating and forwarding files etc.).
- Identifies financial status by comparing and analyzing actual results with plan and forecasts.
- Prepare and submit budget estimates and progress and cost tracking reports.

- Perform other duties and responsibilities needed as assigned.

Admin

**Zain Motors Ltd, India** [Aug 2016 to Dec 2016]

- Selling motorbikes and related parts to both individuals and other commercial organizations by generating hot enquiries.
- Build market position by locating, developing, defining & negotiation.
- Identify, contact and build relationships with prospective customers through a combination of telephone and in-person cold calls, networking and referrals to obtain appointments.
- Communicating with incoming email enquiries by submitting competitive pricing for various models of motorcycles by reflecting the costumer actual requirements.
- Maintain an updated database in sales database including all activities, partners & opportunities with their current status.

## **PROFESSIONAL EDUCATION**

- PG (MBA HR and Marketing) from Sambhram Academy of Management Studies, Bangalore
- Bachelor Degree in (BCOM) – Manav Bharati university
- Diploma in Indian and Foreign Accounting from G-TEC Computer Education

## **SKILLS**

- Good knowledge in computer programs like, Comrade, Tally 9.0, MS outlook, Excel, Word & Internet and other related software's.
- I have been fully involved in projects which includes study on advertisement effectiveness of Rasna with reference to Indian fruit juice segment and a study on advertisement effectiveness of Hanna.
- Language skills: English, Hindi, Tamil & Malayalam
- Holding UAE driving license

## **DECLARATION**

I hereby declare that all the information given above is true to the best of my knowledge and belief.

Signed

*Arun Kumar 7*