

SALAHUDHEEN. VP

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Dubai –UAE, Visit Visa



Objective:

Looking for a position to enhance my skills and avail a challenging opportunity to work for an elite organization and to build an effective career.

Academic Qualification:

Tally canter, School for Practical Accounting, (Kerala, India)

- ☐ **Diploma in Practical Accounting**

CMJ University

- ☐ **Bachelor of Commerce with Co-operation (2009 – 2012)**

Kerala Higher secondary education Board

- ☐ **Plus Two (2005-2007)**

Kerala Board of public Examination

- ☐ **SSLC (2005)**

Work Experience:

CUSTOMER SERVICE EXECUTIVE CUM CASHIER in NAJMA STATIONARY L.L.C,

Abu Dhabi, UAE.

Since (OCTOBER 2017 to 2020).

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Handle cashier duties by taking cash or credit cards in exchange of goods sold
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Maintain and develop good relationship with customers through personal contact or via telephone etc.

ACCOUNTANT in CI DEVANT SHIRTING & SUITING Pvt.Ltd Kerala, India.

Since (February 2014 to 2017).

Duties & Responsibilities:

- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.
- Recommends financial actions by analyzing accounting options
- Maintains customer confidence and protects operations by keeping financial information

SALES EXECUTIVE in MAYURA AGENCIES, Channel Partner for TATA TELE SERVICES Pvt.Ltd,Kerala, India. Since (June 2012 to may 2014).

Duties & Responsibilities:

- Respond to customer's requests and concerns in a resourceful manner
- Handle cashier duties by taking cash or credit cards in exchange of goods sold
- Sales executive are responsible for the maximization of sales for a company's products
- Maintain and develop good relationship with customers through personal contact or via telephone etc.
- Provide accurate feedback on future buying trends to their respective
- Employers Maintains customer confidence and protects operations by keeping financial information confidential.

Skills / Courses:

Tally 9 & ERP

Peachtree

Microsoft Office (Word, PowerPoint, Excel)

Computer Fundamentals (Windows XP, Windows 7, Linux.)

DPA (Diploma in practical Accounting)

Professional Skills

- ☐ Accounting, Corporate Finance
- ☐ Interpersonal Skills
- ☐ Customer Retention
- ☐ Documentation
- ☐ Customer Relationship Management
- ☐ Data Entry Management, General Math Skills

Language Known:

Read, Write, Speak - English, Arabic, Hindi & Malayalam

Personal Details:

Name	:	Salahudheen. VP
Sex	:	Male
Status	:	Married
Date of Birth	:	17th July 1989
Passport No	:	U9071242
Nationality	:	Indian
Driving License	:	India

Personal Qualities

- ☐ Appetite to learn new things
- ☐ Ability to learn from mistakes
- ☐ Hardworking
- ☐ Fast learner, honest
- ☐ Energetic, confident

Declaration:

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

Salahudheen.Vp