



### PERSONAL DETAILS :

Mobile : +971 52 368 2477  
Email : rassalyouk@gmail.com  
Nationality : Indian  
Date of Birth : 27<sup>st</sup> Sep 1992  
Marital Status: Single  
Passport No : L 4874846  
Languages : English, Hindi  
Malayalam and Tamil

### ABOUT ME

I am a Result Oriented Leader and Strategic Thinker believes in significant and consistent growth along with the team towards the organisational goals. My extensive experience and commitment towards delivery and deadlines makes me stand out of the crowd and keeps me moving.

### REFERENCE:

(Available Upon Request)

## RASSAL K.S

**B.com** qualified and result driven professional equipped with two and half years of progressive accounting experience gained in India. And Two years accounting experience in uae. Displayed ability to work independently and multi-task on several assignments, and meet strict deadlines. Known as observant, sincere and diligent towards work with a cheerful personality. Also a dedicated team player with excellent analytical, problem solving, coordination, and time management skills. Well versed in MS Office and TallyERP9 . Keenly interested to work in a more challenging work profile to achieve success.

### PROFESSIONAL EXPERIENCE

#### Accountant – Creative Trade Links in India.

- ☑ Supplier Dealing.
- ☑ Writing daily progress reports.
- ☑ Prepared and posted payment voucher entries and payable journal entries.
- ☑ Preparing accounts payable & receivable summary.
- ☑ Controlling Petty cash & providing reports to the management.

#### Accountant & Procurement - Majelan Hypermarket Dubai LLC

- Reported to General Manager and responsible for Administrative Works.
- Payment Collection.
- Customer Assistance
- Preparing Goods Receive Note, Goods Return Voucher, Goods Transfer Etc..
- Inventory Control.
- Increasing G.P by purchasing from local Market and van suppliers.
- Controlling the purchase and supply of all items & services.
- Managing, developing & improving the purchasing team.
- Reduced stock shrinkage & Stock holding.

## **STRENGTHS**

- Hold two years of accounts finance & administrative experience
- Systematic & planned work approach.
- Well versed in administrative works.

## **QUALIFICATIONS**

**Pre University College**, T.T.V.H.S.S Kavumkara,Muvattupuzha, India.

**Bachelor of Commerce, M.G** University, Kottayam, India.

## **Certifications**

☑ Tally ERP9

## **CAREER PROGRESSION**

☑ **Accounts Assistant**, Creative Trade Links in India.(Two years).

☑ **Accounts Assistant and Procurement**, Majelan Hypermarket LLC Dubai. (Two years)

## **AREAS OF EXPERTISE**

- ☑ Exercise accounting control over a group of accounts within a given specialized area.
- ☑ Initiate and process journal entries into various accounts.
- ☑ Specialized in Administrative Works.
- ☑ Monitor expenditures ensure that it doesn't fall into agreed limits and produce monthly reports.

## **IT SKILLS**

- ☑ Well versed in customized Accounting packages such as Tally ERP 9
- ☑ Proficient in MS Office (Word, Excel).  
Internet and E-mail applications.

## **DECLARATION :**

I hereby declare that the above mentioned particulars are true to the best of my knowledge and belief.

**Place** : Dubai-UAE

**Rassal k.s**

**Date** :