

AYVIN JOSEPH

OLD METHA, NEAR METRO STATION, DUBAI



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Objectives

Seeking a position to utilise my skills and abilities that i ever earned through my studies and experience that offers the professional growth while being resourceful, innovative and flexible.

Experience

VAN SALES REPRESENTATIVE

07/2017 -03/2019



AI SEER GROUP

MUSCAT, OMAN

Responsibilities

- Builds business by identifying and selling prospects; maintaining relationships with clients.
- Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
- Providing regular feedback to the Regional Sales Manager on company marketing and product development needs as well as pricing recommendations.
- Developing and managing effective sales strategies to maximize company sales and profitability
- Maintains quality service by establishing and enforcing organization standards.
- Sells products by establishing contact and developing relationships with prospects; recommending solutions.

ACCOUNTANT

06/2015-03/2017



AL ABRI GROUP

MUSCAT, OMAN

Responsibilities

- Preparing and publishing timely monthly, quarterly and annual financial reports
- Preparation of the Debtor and Creditor reconciliation statements.
- Preparation of Fixed Asset accounting, Reconciliation statements and Depreciation journals.
- Posting supplier's invoices and employee's expenses claims to the ledgers.
- Manage the payroll in order to ensure that employees are paid in an accurate and timely manner.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Assists Supervisors and Department heads in measuring projected versus actual monthly statements.
- Management of Accounts payable and Receivable.

- Organizes and manages all documents such as invoices, official receipts, statements of accounts, and receiving and inspection reports.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.

ACCOUNTANT

10/2014-04/2015



KALYAN SILKS

KERALA, INDIA

Responsibilities

- Reconciles records with internal company employees and banks.
- Maintain petty cash, preparing cheques and distribute salaries to staff.
- Passing journal entries in the software and other accounting activities.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Filed tax returns and prepared governmental reports in compliance with strict standards.

Skills

- Tally ERP Excel
- Pro-active, organised and team player
- Excellent communicator and Relationship builder skill
- Motivated in targetdriven environment
- Expert Knowledge of the selling process and sales techniques
- Peach tree, dac easy , os instalation

Education

MARIAN COLLEGE, KUTTIKKANAM

Bachelor of Business Administration

05/2014

ST. JOSEPH HSS

Plus Two (Commerce)

03/2011

Languages

- English
- Malayalam
- Hindi
- Arabic

References

Provide on request

Declaration

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

Place: Dubai