



# Resmi Ravichandran

Accounting Assistant cum  
clerk

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📍 Sharjah, United Arab Emirates

## SUMMARY

10+ years Experienced in accounting assistant and back office Cash Handling, Data Entry Operation, Marketing, customer support and General Administration. Also well experienced with MS Office and Tally. Also holds good experience in Cashier, customer support, Administrator with multi-functional potential and can execute duties with great dedication and responsibility. Now Seeking a challenging position as a Team player where my skills and experience in Sales, Marketing, administration, and customer support can be put in entire growth of the organization and my career development.

## EXPERIENCE

### Accounts Assistant cum clerk

02/2022 - Present

Pankoul Furniture, Sharjah

- Cash/Cheque Receipt Voucher.
- Purchase: Local/Imports, Purchase Orders, GRN (Goods Received Note).
- Credit Expenses: - Local General Purchase with Vat/Petrol Exp. /Office exp., etc. booked in credit expenses.
- Credit Note/Debit Notes. Payment Voucher: - Payment Cheque Voucher: PDC/CDC, Online TRF payment, foreign currency remittance.
- Journal Voucher: -For Payment Adjustment e.g. cash collection amount to bank, bank to other General Ledger.
- Petty Cash: - All over Office expenses like grocery for office, petrol for vehicles, equipment's etc., invoices with and without vat records in petty cash.
- Statement of Accounts: - for execute or print the Monthly/Yearly/date wise statement.
- Reminder Reports: - for execute and print the Reminder/Ageing Reports: monthly Area wise reports, Area summary for Customers.
- Outstanding. Bank Reconciling: Cross verification to bank with the computer system on daily basis/monthly/yearly. Cash/Cheque: PDC/CDC Collection: Cash/Cheque deposit in bank on daily basis and cross checking in system with online banking system.
- Checking and print bank statement on daily basis for cross checking inwards/Outwards transactions with the computer system to online banking.
- Sales analysis: Sale reports: View or Print sales reports on daily basis, monthly sales reports, yearly.
- Master/Setup: G.L. /Cr. /Dr.: To create/add new General Ledger, Creditor's (suppliers)/Debtor's (Customers) account in system and to create/add new product/codes/raw materials.
- Take daily backup of data using this option.

### Accounts Assistant cum Head cashier

02/2007 - 12/2021

Diya motors, Hero moto Corp Dealership Kerala

All cash dealings including petty cash and banking.

- Preparation of Balance Sheet & Ledgers.
- Voucher entry in Tally/ERP.
- Make profit & Loss report and submit to the Manager.
- Analyze cash flow and suggest effective method to increase the profitability of the organization. -Prepares, compiles and sort documents.
- Transcribes source data into the required electronic format.
- Transfers information from paper formats into computer files using Keyboards Data recorders or optical scanners.
- Maintains a satisfactory level of quality and productivity per department standards, Maintains a filing system and protects confidential customer information.

## **SALES & Office Clerk**

2005 - 2007

Matrix Systems

- Provide customers with quotations
- Represent your organization at trade exhibitions, events and demonstrations
- Negotiate the terms of an agreement and close sales
- Gather market and customer information and provide feedback on buying trends
- Identify new markets and business opportunities
- Record sales and send copies to the sales office
- Persuading customers to buy a product
- Be informed of the products' specifications and information Identifying customer needs and directing them to an appropriate product Managing inventory

## **E D U C A T I O N**

### **Logistics and Supply Chain Management**

#### **Diploma in Computer**

MCC Computer Education

Tally, MS Windows - Word, Excel, Power Point.

#### **Bachelor of Science (B.Sc.) in Zoology**

2005

Kerala University - Bachelors

## **S K I L L S**

Ms Word

Reporting

Ms Excel

Attention to details

Tally

Organization

Cashiering

Time management

POS systems

Customer service

Cash register closing

## **L A N G U A G E S**

English

Tamil

Hindi

Malayalam