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## **CAREER OBJECTIVE:**

To work in self-discipline environment in responsible position where effective interpersonal skills coupled with hard work contributes to the achievement of organizational and career goals. I am a driven worker who can meet deadlines and is eager to help your company succeed.

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## **EDUCATIONAL QUALIFICATIONS:**

- ✦ 2013 - 2015 M.Sc "Calcutta University", Calcutta, West Bengal, India.
  - ✦ 2009 - 2013 B.Sc "Burdwan University", West Bengal, India.
  - ✦ 2007 - 2009 Higher secondary (10+2), W.B.C.H.S.E (India)
  - ✦ 2006 - 2007 Secondary, W.B.B.S.E (India)
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## **WORK EXPERIENCE:**

1. **Worked AS Admin-Sales Assistant in Khadim Hussain Rent a Car LLC, from 07/2019- Present, Dubai, U.A.E.**

### **Duties and Responsibilities:**

- ✦ Invoicing to Customer on Daily Base.
- ✦ Preparation of monthly collection REPORT.
- ✦ Making payments for the supplier.
- ✦ Follow up with customers for the overdue payments.
- ✦ Keeping up to date vendor ledger and customer ledger.
- ✦ Printing out monthly aging receivable report.
- ✦ Monthly closing balance sheet and P&L.
- ✦ Prepares and monitors grants and categorical program reports.
- ✦ Responsible for generating monthly invoices to clients with credit terms.
- ✦ Assist and support sales personnel in achieving sales outcomes and goals.
- ✦ Update customer database with sales orders, delivery, and payment details.
- ✦ Preparing Vat reports for FTA submission.
- ✦ Monitors and maintains appropriate bank balances. .
- ✦ Depositing and withdrawal cheque in bank.
- ✦ Reconciles bank statements and researches and resolves discrepancies.
- ✦ Making monthly salaries.
- ✦ Making Bank transfer advices for Staff / Workers to respective bank a/c.
- ✦ Petty cash handling and verifying its expenses and making payment voucher for reimbursement.

2. **Worked as Admin-Account Assistant In Ace International School Pvt. Limited. Kathmandu, Nepal 2018-2019.**

### **Duties and Responsibilities:**

- ✦ Running errands to post office, office supply store, etc.
- ✦ Preparing and editing documents like letters, reports, memos, and emails.
- ✦ Scheduling and coordinating meetings, appointments, and travel arrangements for other professionals
- ✦ Responsible for generating monthly invoices to clients with credit terms.
- ✦ Maintain supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, verifying receipt of supplies.
- ✦ Emailing invoices and documentation to clients within scheduled time frames.
- ✦ Responsible for checking each invoice for accuracy and maintaining invoicing log.
- ✦ Maintaining aging report and developing monthly aging report for accounts receivables.
- ✦ Assisted accounts receivable in collecting from severely delinquent accounts.
- ✦ Petty cash handling and verifying its expenses and making payment voucher for reimbursement.

- ✦ Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- ✦ Provides information by answering questions and requests.

### 3. Worked As Storekeeper in Aero Freight Cargo (2016-2017), Kathmandu, Nepal

#### Duties and Responsibilities:

- ✦ Receive and forward all types of goods and deliveries in and out to the correct point of storage area.
- ✦ Follow all standards for issuing and receiving stock within the store's area of operation.
- ✦ Monitor and take inventory on regular basis to compile orders based on par levels or needs.
- ✦ Maintain clear and organized records to ensure all reports and invoices are filed and stored properly.
- ✦ Monitor Periodic Automatic Replacement levels for all goods to ensure proper levels.
- ✦ Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received.
- ✦ Responsible for the day to day check on the storage facilities of upkeep and hygiene.
- ✦ Refuse acceptance of damaged, unacceptable, or incorrect items.
- ✦ Ensure cleanliness of all areas, keeping storage areas clean & tidy and in strict compliance with hygiene regulations.
- ✦ Conduct inventory audits to determine inventory levels and needs.
- ✦ Assist the Accounts Payable Clerk / payable assistant in finding out any cost discrepancies.
- ✦ Complete requisition forms for inventory and supplies.
- ✦ Extend all requisitions on a daily basis and update the inventory management software/system.
- ✦ Follow up with customers for the overdue payments.
- ✦ Work closely with Purchasing to order and receive items and equipment.
- ✦ Troubleshoot any vendor delivery issues and oversee/follow up on the return process.
- ✦ Verify and track received inventory and complete inventory reports and logs.
- ✦ Perform any other duties as assigned by the management or supervisors.

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#### Technical Skills & Software skills:

- ✦ Microsoft Office: Excel, Word, Outlook, PowerPoint.
- ✦ Operating System: MS-DOS, Windows XP, Windows 7, windows 8, Windows 10.
- ✦ Documentation. Computer Troubleshooting and maintenance. C Programming. Data Entry

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#### STRENGTHS:

- ✦ Good verbal and communication skills.
- ✦ Hard working, initiative, can work in team and individual environments, "Can-do" attitude.
- ✦ Ability to deal with people diplomatically
- ✦ Good organizational skill & managing abilities
- ✦ Ability to handle any typical task.
- ✦ Good at visualization.
- ✦ Strong numeracy and organizational skills.

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#### PERSONAL PROFILE:

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|---------------------|------------------------------------|
| ✦ Date of Birth     | : 18 Jan 1992                      |
| ✦ Nationality       | : Nepal                            |
| ✦ Languages known   | : English, Nepali, Hindi & Bengali |
| ✦ Passport no       | : 10288562                         |
| ✦ Passport validity | : 06/03/2027                       |
| ✦ Visa status       | : Employment Visa                  |

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#### Declaration:

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

Place: Dubai, U.A.E

(Dinesh Pradhan)