

**Rohith Chowki**

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**A fast thinking and an efficient customer service attitude. Willing to work in Sales/Customer Support/Admin/ Jr. Accounting roles. A highly motivated and focused individual who thrives in a fast paced customer-oriented environment and a dedicated professional with the drive to succeed, be it as an individual or as part of a team.**

***SYNOPSIS***

* A competent professional with overall experience of 6+ years.
* A total of 3 years experience (in Dubai), starting from handling cash to customer service and development. Handled customers for outdoor catering orders and large corporate client requirements.
* Functional expertise in functions of sales promotion, marketing, product knowledge and customer data management.
* 2 years of experience in accounting in a CA Firm in Bangalore.
* A dynamic individual with very strong interpersonal skills, discerning and able to work both as a part of a team and lead the team.
* Always keen for new challenges and opportunities. Taking an initiative in whatever I do is my second nature.
* Quick learner and well organized. Good communication and leadership skills and prepared to learn and pave a path in management roles.

***ORGANISATIONAL SUMMARY***

Nov’16 –Feb 20  **ROMYS RESTAURANT & CONFECTIONORY**  **(5 Branches) - Dubai**

 **Sales cum Cashier**

**Primarily a Cashier then moved to Accounting and Data Entry. Eventually also handled customer sales and coordination between kitchen staff and catering customers. A lot of this was also related to operations, sales and collecting payments. Since the organisation had a change in management, had to leave. Currently seeking an opportunity in a fast paced environment where my hard work and integrity is valued appropriately**.

 **Roles and Responsibilities:**

* Welcome customers by greeting; and offer them assistance
* Assist customers in making selection from the diverse range of products available
* Builds business by identifying and selling prospects; maintaining relationships with clients.
* Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors
* Prepares reports by collecting, analyzing, and summarizing information.
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
* Answer customers' questions, and provide information on procedures or policies.
* Calculate total payments received during a time period, and reconcile this with total sales.
* Keep periodic balance sheets of amounts and numbers of transactions
* Assisting in Administrative activities such as documents filing, Emirates ID typing activities, Visa related coordination and other activities as and when required.

Aug’14 –Sep 16 **VenkateshPrabhu and Associates – Accounts Executive**

**I worked in Bangalore for a CA firm assisting in data entry and small audits. Moved to Dubai to work in a similar field but got hired in the Food Industry. Worked as a Cashier cum Accountant cum Customer Sales Support executive and spent 3 years in that role.**

 **Roles and Responsibilities:-**

* Maintenance of licensed agent’s personal administration- Personal Info and Audit.
* Purchase & Debit Note entries, Sales & Credit Note entries using ERP system
* All Bank related entries & Bank Reconciliation in Head Office Book.
* Passing of Cash Receipt & Cash Payment entries
* Tax Payments (PF, PT and ESI)
* Maintaining of Clients Account and communication with clients to maintain healthy relationship
* Preparation of Cash flow and fund flow statement.
* Vouching and Verification of Transaction
* Handling of Petty Cash
* Income Tax Filing for individual and Firm as well.

June’13 – June ‘14 **MANDOVI MOTORS Pvt Ltd (Maruti Suzuki) – Sales Executive**

 **Roles and Responsibilities:-**

* Contact clients with interest in procuring automobiles to offer them sales deals
* Maintain a list of new/existing customers and occasionally communicate with them to discuss business opportunities
* Identify current product pricings, competing products and new techniques of merchandising
* Develop and implement strategies to enhance sales efficiency and increase generated revenue
* Interact with customers to identify their requirements and assist them in selecting a car that meets their specifications
* Supervise and guide the operations of sales managers and teams to ensure they are in line with set standards
* Oversee the processing of client orders to ensure timely delivery of purchased units
* Collect, analyze, and interpret sales records/transactions to ensure balanced accounts
* Ensure that all standard operating procedures and systems are followed
* Maintain contact with clients to provide post-sales services, obtain customer feedback and resolve any arising customer issue.
* Ensure documentation and communicating market development and business trends for future planning

***ACADEMIC CREDENTIALS***

**Bachelor of commerce 2013**

 B.B.HEGDE FIRST GRADE COLLEGE KUNDAPUR

**Higher Secondary 2010**

S.V.PU College

**Matriculation 2008**

Bhaskar Pai Primary School

***TECHNICAL SKILLS***

**Computer Proficiency:**

Tools : Microsoft Office (MS Excel 2007)

***ADDITIONAL QUALIFICATION***

* Undergone training in Basic and Advanced Excel from Manipal Computer Education.
* Successfully completed basic and professional course conducted by Manipal Academy 2012-2013.

***PERSONAL PROFILE***

Date of Birth : 10thMay 1992

Languages Known : English, Hindi, Kannada& Konkani

Visa Status : Visit Visa (Valid till February 2021)

Marital Status : Single

Current address : Karama, Dubai, U.A.E

***REFERENCES***

Available on request