

IRFAN CHEPPILAT

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Objectives

- To pursue a career that will provide me with an opportunity to enhance my skills and knowledge and make me competent to meet the future challenges along with accomplishing the organizational goals faithfully.

Professional Qualification

- Bachelors of Commerce - Kannur University, India

Job Profile

Accountant // Home center Home Appliances, Kerala, India

April 2019 - October 2019

- Handling cash and bank transaction.
- Reconciling cash and bank account on a daily and monthly basis.
- Handling accounts payable and vendors inquiries.
- Entering month-end entries as part of the closing procedure.
- Prepare payments by verifying documentation.
- Record sales transaction in the system on a daily basis.
- Prepare cheques / bank transfer payments to suppliers.
- Prepare receipts for payment collected.
- Prepare invoices and allocate when payment received.
- Process all petty cash payments, staff reimbursements, and other miscellaneous payments.
- Record all the petty cash vouchers for supporting documents, validity, and accuracy.
- File all payments made and record all financial transactions.
- Coordinate and support subordinates.
- Maintaining accurate accounts and records of the company.
- Reconcile supplier's statement.

SETAC Shipping Trading LLC, Dubai, UAE

November 2019 - February 2020

- Greet customers as they enter the store and determine their needs and wants.
- Assist customers in clearing paper.
- Assist in managing customer Needs.
- Responds to customer inquiries in a timely manner.

- Meet timelines for all necessary work updates.
- Solicit feedback from customers on products and services.
- Maintain strong customer relation.
- Manage customers requirement in order to provide at the right time.

Skills

- Knowledge in Microsoft Word, Excel & Tally.
- Excellent communication knowledge & Selling Skills.
- Team Work.
- Numeracy.
- Problem Solving.
- General Accounts.
- Team Coordination.
- Customer Service.
- Documentation Skill.
- Self Motivation.

Strength

- Committed and effective team player with strong leadership attributes and finally tuned with interpersonal and communication skills.
- Creative, Energetic and a good listener.
- Punctual, focused and hardworking, willing to walk extra mile.
- Ability to supervise and lead by example.
- Ability to develop good working relations with subordinates & clients.
- Identify subordinate & client needs to come up with appropriate solutions.

Personal Details

Nationality	:	Indian
Date of Birth	:	13-08-1998
Visa Status	:	Visit Visa
Languages	:	English, Malayalam, Hindi

Declaration

I hereby assure you that all the above informatios are true and correct and best of my knowledge

Yours Sincerely

Irfan Cheppilat