**laj vard**



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**CARRER OBJECTIVE**

Seeking a position in the field of Purchase Dept. /Accounts / Supply chain where extensive experience will be further developed and utilized.

**AREA OF EXPERTISE**

* Accounts and Accounting Report
* Purchasing and Sourcing
* Supply chain Management
* Administration & Documentation
* Worked with ERP Package Tally 9.1, MS - Office.

**Work Experience**

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| --- | --- |
| Jan 2019 – Jun 2021 | SINDBAD AL AIN FOODSTUFF TRADING, Al Ain, Abu Dhabi, UAE |
| July 2018 – Dec 2018 | REMAL SHWATHY, Oman |

**SINDBAD AL AIN FOODSTUFF TRADING, Al Ain, Abu Dhabi, UAE**

***Accounts and Supply Chain Executive – Jan 2019 – Jun 2021***

***Roles and Responsibilities – Accountant***

* Preparation of Sales Invoice, Purchase Invoice & its accounting, Voucher entries, Petty Cash, verifying transactions and preparing expense reports.
* Cost Calculations, Customer Accounts updating, Cash Book maintenance.
* Accounts payable, receivables and handling banking transaction.
* Daily Deposit of Collections in the bank, cheque preparation/RTGS & payment to suppliers.
* Sending SOA to customer/debtors and follow up with the same.
* Verification and validation of all accounting transactions
* Maintenance of accounts on day-to-day basis
* Manage employee’s payroll and VAT returns.
* Preparing accounting reports like statement of account etc., and also various stock reports.
* In charge of office administration, accounts and warehouse activities. (Both Accounts & Stocks)

***Roles and Responsibilities – Supply Chain***

* Handling entire activity, sourcing of stocks from supplier and up to timely delivery to the end customer around UAE.
* Review historical sales and consumption of contracted items
* Analyze consumption of non-repetitive / random customers
* Review reordering levels and transit lead times
* Ensure no instances of overstocking / disposing expired products.
* Ensure orders are placed on time and receive acknowledgment of lead time with suppliers.
* Price negotiation, contract making and ensure delivery has been done by transport team.
* Stock taking on monthly basis and updating it in Tally 9.1. (Release the stocks using FIFO method)
* Solely handled supply chain activities

**REMAL SHWATHY**, **Oman**

***Associate***, *July 2018 – Dec 2018*

* Maintain day to day books of account and all accounting voucher entry in Tally.
* Maintain Petty Cash Book.
* Maintained other administrative and documentation.

**Education**

* B.com from Calicut University.

**CERTIFICATIONS & achievement**

* Tally Certification completed
* Achieved all targets before the time limit.
* Successfully Migrated manual to system, of Accounts & Inventory.

**Personal Information**

DOB : 17-07-1996

Passport No. : S0266266

Nationality : Indian

Languages Known : English , Malayalam , Hindi , Arabic , Tamil

**DECLARATION**

I hereby declare that the above is true to the best of my knowledge and belief.

**Date :**

**Place : Laj Vard**