**First Name of Application CV No1648818**

Whatsapp Mobile: +971504753686



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**Focus:**

Look for an opportunity where I can share my knowledge and apply my skills and have a career growth by achieving organization’s objectives

**Educational Qualification:**

Bachelor of Business Administration (BBA)

**Computer Proficiency:**

Diploma in Professional Accounting (DPA), Tally, Peach Tree etc.

**Experience:**

**Sales/Marketing Executive** from November 2013 to January 2016 **in Mubarak Al-Dosari Trading WLL, QATAR.**

**Responsibilities Include:**

* Dealing with Customer Enquiries, Face to Face, over the phone or email.
* Sales and Billing, Follow up for payments.
* Contacting Customers and discussing their requirements.
* Achieving all revenue targets.
* Preparing Cash Invoice, Credit Invoice, Sales invoice, Sales Return invoice, Credit cash Collection.
* Preparing Requesting Quotation
* Preparation of LPO’s against Suitable Quotations.
* Dealing with Suppliers.

**Audit Trainee** from June 2012 to September 2013 in T.A. Thomachan & Associates, Thrissur. Kerala.

**Responsibilities Include:**

* Maintaining day book, Cash book, Petty cash book, Bank book etc.
* Preparation of Ledgers, Suppliers account and Customers account.
* Preparation of bank re-conciliation statement, Re-conciliation of supplier’s A/c etc.
* Verifying Stock Ledgers.
* Calculation of Depreciation for Fixed Assets
* Preparing Trial Balance.
* Preparation of Trading, Profit and Loss A/c and Balance Sheet.
* Preparation of Sales tax Chelan.

**Personal Skills & Strength**

* Good leadership Qualities
* Good communication and Presentation
* Capable of Managing Task and hard Working
* Capable of solving the problems well in time.
* Punctuality and Enthusiastic towards my works.
* Strive to achieve all goals as on common for the organization.
* Believe in learning through interaction with as many people as possible.
* Concentrate and deliver convincing arguments to an executive audience.

**Personal Details:**

Date of Birth : 30th May 1991

Nationality : Indian

Marital status : Single

Language : Malayalam, English, Hindi and Arabic

Hobbies : Travelling, Riding & Listening Music.