**ARIF**



**ARIF.277009@2freemail.com**

**Accountant /Customer Service**

**Objective:**

To be a part of an organization where my past education and experience will have valuable application, to achieve established objectives leading to company's endurance towards its mission and philosophy and simultaneously let me able to develop myself.

**Profile:**

* **1 year experienced** in Customer service in UAE.
* A Graduate in **Commerce (B.com)**
* Have excellent PC skills including Tally & MS Office.
* Excellent communication skills in English , Hindi & Arabic
* A dedicated team player with excellent interpersonal skills.
* Ability to face problems with equanimity.
* Can work under pressure & meet deadlines.
* Hardworking, self-motivated & result oriented.

**Experience:**

* **Customer service ,**M/s. Abu Dhabi National Oil Company for distribution (ADNOC ,Abudahbi, UAE (Since February 2013 to till date)

**Job Profile**

Doing customer service and cash handling

Receiving products from company dispatch

Prepare regular reports and summaries

Received and recorded invoice

Calculate daily loss and gain statement

Established and maintained close relationship with bank

Screen telephone and personal calls

File correspondence and other records

Store and retrieve data on computer

Receiving and processing incoming and out going mails

Process back office operation using MS office

**Academic Profile:**

**Bachelor Of Commerce (B.com)** from University of Calicut ,India

**Diploma in Computerized Financial Accounting (DCFA).**

* **V.H.S.E** Examination board of Kerala (office secretary ship)
* **S.S.L.C** Examination board of Kerala
* **Driving licence** (UAE)

**Computer Skills:**

**Office Automatio** : MS Office Applications, Graphic Design

**Accounting** : Tally-9, 8.1, 7.2,

**Internet Applications** : Internet & E-mail Applications

**Personal Information:**

Nationality : Indian

Date of Birth : Sept, 4, 1988

Marital Status : Single

Date of Issue : 15-07-2010

Date of Expiry : 14-07-2020

Visa Status : Employment Visa

Languages : Arabic, English, Hindi & Malayalam

**Declaration**

 *I do hereby declare that all the particulars given above are true and correct to the best of my knowledge and belief.*

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