**CURRICULUM VITAE**

**Sushil**

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**OBJECTIVE:**

Seeking a suitable position providing challenging environment and career growth, to be able to utilize my professionalism as an assistant accountant/Inventory control.

**STRENGTH:**

Self confident and highly motivated, good communication skills and interpersonal relationship, willingness to undertake new platforms and ability to learn quickly and accept new responsibilities. Effective work habits under pressure. Being a hard worker, capable to meet the target and attain the goal the great success.

**EDUCATIONAL ATTAINMENT**

* **10+2**  from **Chandigad Board.**
* **10th**  from **Chandigad Board.**
* **OTHER TECHNICAL QUALIFICATIONS:**

Software & IT: Complete knowledge of Ms Office, Ms Word, Ms Excel. Assembling and maintenance of Computer systems. Installation of all types of hardware like Printer, Modem, Sound Card, Display Card, CD-ROM and all other Hardware and software.

**Professional Exposure**

**Lebanese Fruit Co L.L.C, U.A.E. (LIFCO) 2014 to till date.**

Working as a sales co-ordinator and LPO Incharge in Lebanese Fruit Company is a well established firm which was started in the year 1975 and its head office is located in Dubai. It is one of the market leader in FMCG products in U.A.E., Oman and Qatar. Lifco is the distributor of the products like Frico, Nordex, Pittas (in cheese) R.S. Olive Oil, Zwan, Sunwhite Rice, Alshifa Honey and Sunbullah etc.

**Job Profile**

* Follow-up local purchase orders, correspondence with the sales and marketing team.
* Co ordinate with marketing department for the movement of our products and make a comparison with other brand.
* Dealing with the customers and make sure our products keeping best quality.

**PERSONNEL & ACCOUNTS DEPARTMENT:**

* Preparing complete statement of account for the material purchased on cash and credit.
* Preparing labor payroll for the massive strength of up to 200 labors.
* Posting account entries and generation report for monthly job costing.
* Updating the stock of materials available at the company for every month.
* Preparing summary of all material inventory with its corresponding cost and physical balance for audit and cost control purposes (Fully computerized stock inventory-MS Excel).

**INTERPERSONAL SKILL:**

* Smart Working Nature
* Ability to work in late night hours
* Easy going with administrative skills
* Capability to adapt situations

**PERSONAL PROFILE:**

Date of Birth            **:** .13-12-1987

Gender                        **:**  Male

Nationality                      **:**  Indian

Languages : English, Hindi.

Marital Status : Married

**DECLARATION:**

I do hereby declare that all information furnished is true to the best of my knowledge and belief.