**Varun**

[**Varun.370542@2freemail.com**](mailto:Varun.370542@2freemail.com) ******

*Seeking assignments in* ***Accounts / Retail sales*** *with reputed organization where my education and experience shall have valuable application.*

**PROFILE SUMMARY**

* Have 9 years of experience Accounts, brand & showroom management & Business Promotion activities in UAE & India with a reputed organization.
* A Graduate & Well-versed with MS Office Applications.
* Have excellent Accounting Receivable, sales & people management skills.
* Experienced in Accounts Receivable showroom & brand management.
* Can achieve organizational goals by building an effective team.
* A keen analyst with exceptional negotiation and relationship management skills and abilities in liaising with external agencies.
* Strongly commercial with excellent communication and interpersonal skills.
* Have excellent communication skills in English.Hindi.Malayalam.Kannada

**CAREER HISTORY**

#### Company : Al Sharif General Trading Store .LLC

#### (Nov 2008 – May 2017)

**Designation : Accounts Assistant**

**(Brand: Accurate, Foce, Revani Swiss Made Watch )**

**Key Tasks**

* To maintain General Ledger accounts, debtors Ledger accounts postings, ***Bank Reconciliation Statement***, preparing the staff salaries and debtors statement of accounts.
* To collect cash/cheques from the clients/customers, preparing the ***Daily Sales Reports,*** and handover the cash with the reports to Financial Manager.
* Follow up payments, and processing refunds to customers.
* Issuing cash receipts or invoices to the customers.
* Monthly reconciliation of suppliers accounts.
* Cash flow analysis and exercising budgetary control.
* Compiled & analyzed financial information to prepare entries to accounts.
* Analyze financial information detailing assets, Liabilities and capital accounts.
* Directing & co-ordinate activities of other accountants and clerical workers performing accounting and book-keeping tasks.
* Handling Ledger related to purchases, sales and inventory accounts and also handling petty cash account.
* Perform the day to day processing of accounts payable transactions to ensure that company finances are maintained in an effective, up to date and accurate manner:
* Maintain up-to-date billing system.
* Carry out billing, collection and reporting activities according to specific deadlines.
* Reconciliation of accounts.
* Monitoring customer account details for non payments, delayed payments and other irregularities.
* Maintain accounts receivable customer files.
* Follow established procedures for processing receipts, cash etc.
* Prepare back deposits.
* Investigate and resolve customer queries.
* Process adjustments.
* Organizing a recovery system and initiate collection efforts.
* Communicating with customers via phone, email, mail or personally.
* Provide administrative support in order to ensure effective and efficient office operations.
* Maintain inventory files.
* Maintain a filing system for all financial documents.
* Ensure the confidentiality and security of all financial and employee files.

**PROFESSIONAL AND ACADEMIC CERTIFICATIONS**

**ACADEMIC**

***B.Com, Bachelor Degree (****Mangalore University, India)*

**COMPUTER SKILLS**

MS Office Applications

Internet & E-mail Applications

**PERSONAL PROFILE**

* Date of Birth : 22.05.1985
* Nationality : Indian
* Status : Single
* Visa Status : Visit Visa
* Visa Expiry : 27/07/2017
* Languages Known : English, Hindi, kannada & Malayalam