|  |  |
| --- | --- |
| **Creata**  Dubai, United Arab Emirates  🕾: C/o 0504973598  🖂: [creata.378921@2freemail.com](mailto:creata.378921@2freemail.com) |  |

|  |
| --- |
| Career Profile |

A skilled and a diligent accounts & sales with progressive 5 years of experience to detail targeted at handling pre and post sales processes related activities. Experienced in accounts and coordinating sales activities in different organizations and the knowledge of handling multiple tasks at once.

|  |
| --- |
| Core Competencies |

* Active learner and effective communicator – Practices good judgment and discretion while working closely with sales managers, firm’s internal departments and customers.
* Outstanding communication skills – Ability to convince while maintaining professionalism.
* Strong Planning and organizational skills with the ability to perform multiple tasks at any given time.
* Multi-task effectively – Prioritize independently and meet tight deadlines at all costs.
* Proficiency in computers – Proficient in PowerPoint, Excel and Word and accounting packages as Tally.

|  |
| --- |
| Professional Experience |

**Nova Care General Trading LLC (Dubai)**

Accounts Officer &Sales Coordinator

May 1st 2017 – 30th Nov 2017

* Payment follow-up with pharmacy for payments and collection of cheques as per follow-up guidelines.
* Checking each payment details & request for each pharmacy for GRV or any deduction details.
* Preparing weekly sales performances billing vs sell out report. (Brand wise)
* Preparing Credit Note on monthly basis from all outlets.
* Investigate and collect returned items &verify daily report.
* Preparing Daily Invoices of the Customers.
* Updating Cheques in system and preparing manual reports.
* To maintain and reconcile cash / financial accounts.
* Preparing the Salary Report& Leave Detail of the Staff.
* Preparing Monthly Petty Cash Report.
* Preparing Promoters Report weekly wise and monthly wise.
* Checking Bank Reconciliation in every month
* Preparing Expenses Report of Staff & Updating in System.

**Quality Gulf LLC (Touch mate) (Dubai)**

**Accounts Officer (Corporate Dept.) & Sales Coordinator**

**Feb 1st 2015 – Feb 2017**

* Payment follow-up with customers for payments and collection of cheques as per follow-up guidelines.
* Maintaining accurate and up to date Debtors PDC Details & Cheque Returned List.
* Checking each payment details & request for each outlet for GRV or any deduction details.
* Allocation for each sales Return.
* Preparing & submitting weekly merchandisers report to sales manager .
* Preparing weekly sales performances billing vs sell out report. (Stores wise)
* Preparing stocks & sell out movement report for each outlet of Carrefour , Lulu , Sharaf DG.
* Preparing product commission report of sales o a monthly basis.
* Preparing monthly merchandisers transport allowances report.
* Payment follow up of all service center (Carrefour , lulu , sharaf DG).
* Preparing Credit Note on monthly basis from all outlets.
* Participation as a supervisor in Gitex Exhibition every year.
* Conducting monthly meeting of merchandiser & perparing performances report of sales.
* Preparing Expenses Report of every branches .
* Measured by revenue, margin & service sales targets & solution business.
* Maintain the records/data of all the customers, prices, quotations, inquiries in system.
* Handling the Sales Return and ensure that the goods for exchange are received by the customers.
* Maintaining and keeping records of thesales pipeline, sales forecast and sales documents.

**HDFC Bank – Mumbai, India**

**Executive – Audit Department (**24th June 2011 to 12th August 2014. (India)

* Maintaining Recon position from system to Record Outstanding position on daily basis
* Maintaining Closure Memo of the Auditor
* Maintaining Records of Closure Memo to show the position of Memo to RBI Auditor.
* Downloading Bank Statement Account of Fin ware System & Crystal System,
* Maintaining Account Statement of Staff for raising Alert.
* Maintaining Outstanding Entries of 180 days & 90 days
* Maintaining Mustard Record of Staff.
* Preparing MIS Report for Auditor from Database.
* Preparing Quarterly & Monthly MIS Report (Fraud Alter Dept)
* Reporting to the Senior Finance and Accounts Managers.
* Submitting various accounting reports to the higher management on demand
* Ensure General Ledger entries are accurate and are in line with Company Procedures & International Accounting Standards.
* Correspondence with bank and other financial institutions.
* Prepare and maintain bank correspondences letters and memos in a professional manner that compiles with record keeping practices.

|  |
| --- |
| Academic Qualification |

|  |  |  |  |
| --- | --- | --- | --- |
| Course | Year | School/College | Board/University |
| M Com | **2011** | **Pune University** | **Pune University** |
| B.Com | **2008** | **Model College of Commerce and Science** | **Mumbai University** |

|  |
| --- |
| Personal Details |

Date of Birth: 18thOctober 1986

Nationality: Indian

Marital status: Single

Languages Known: English, Hindi, Marathi and Konkani

Visa Status: Visit Visa

|  |
| --- |
| Declaration |

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

**Date:**

**Place: Dubai Signature**

**(Creata)**

**\*\*\*\*\*\*\*\*\*\*\*\***