RESUME



**Tom**

Email: [tom.382736@2freemail.com](mailto:tom.382736@2freemail.com)

Dubai, UAE

**Career Objective**

To secure an appropriate position, this will provide growth opportunities with effective utilization of my skills and experiences also the opportunity to learn more in professional Atmosphere.

**Modules Covered**

**Fundamentals of computer**

* **MS-Office:** MS-Word, MS-Excel
* **Operating System:** Windows
* **Accounting Software:** Tally ERP 9, Quick Book

**Areas of Expertise**

|  |  |  |
| --- | --- | --- |
| * Sales And Marketing * Financial Accounting * Banks Dealing | * Accounts Receivable * Fixed Assets * Petty Cash Management * Team Building | * Accounts Payable * Invoicing * Intercompany Transactions * Administration Handling |

**Professional Experience**

**From July 2016 to July 2018.**

Worked as Sales Executive&Assistant Accountant at**Golden Touch Computer Graphics Design Services.** Deira, Dubai.

**JOB PROFILE**

* Responsible for assigned sales targets (monthly, quarterly and annually).
* Goals set for centers month on month, maintaining relationship with target customers, customer service, ensuring high rate of return on investment, sales support and sales.
* Proper execution of order and dispatch it on time,
* Follow up for payment.
* Develop new sample for client.
* Maintain good relation with client.
* Preparation of Payment and Receipt Vouchers.
* Booking entries of sales and purchase.
* Daily, weekly, fortnightly and monthly reporting to regional office.

**Education**

* B.COM (COMPUTER APPLICATION) From IGNOU (2015)

**Personal Profile**

Date of Birth : 17/12/1994

Nationality : Indian

Marital Status : Single

Languages Known : English, Hindi, Tamil, Malayalam.

Visa Status : Employment Visa Till 20 Aug 2018.

Driving License :Valid UAE Driving License

**DECLARATION**

I hereby, vouch that the details mentioned above are true to the best of my knowledge and belief.