**Lawrence**

**Email:** **Lawrence.390419@2freemail.com**

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**Detail minded individual combining strong interpersonal and good verbal communication skills, possessing Self-motivation, an initiative with a high level of energy, decision making, critical thinking, organizing, and planning.**

**Self-starter with the ability to multi-task, tolerant, patience, work under pressure, completely adaptable, flexible about workplace locations & work hours.**



* **BBM- Bachelor of Business Management.**
* **PUC-Pre-University College in Commerce.**
* **Secondary School Leaving Certificate (SSLC) From Karnataka Board, India.**

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* **DUBLIN AUTO SPARE PARTS TRADING LLC.-UAE**

 **Job Title: Assistant Accountant/Branch accountant (September 2014 to Nov 2018)**

**DUTIES AND RESPONSIBILITY -**

* **Dealing with cash, cheques and credit card.**
* **At every month ends giving an outstanding statement to the credit customers and following up for the payment.**
* **Preparing credit collection report a monthly basis and submitting the report to the Management.**
* **Preparing sales reports of all Branches and submitting the report to the Management.**
* **Checking the discount and commission given on Sales and reporting management.**
* **Validating and posting of supplier invoices into Accounting system.**
* **Perform supplier statement reconciliation to ensure the accounts are updated and avoid any duplicate payments.**
* **Monthly process and payment of all supplier bills.**
* **Dealing with outgoing & incoming cheques and Keeping track on the postdated cheques.**
* **Preparing cash & bank receipt & payment vouchers,**
* **Preparing Bank Reconciliation Statements on a monthly basis.**
* **Filing the credit bills of the customer in systematic order.**
* **Filing all the Accounting documents in a Systematic manner**
* **Assisting inventory works**
* **HI TECH SECURITY AGENCY-INDIA**

 **Job Title: Supervisor cum assistant Accountant.(October 2013 to September 2014)**

**DUTIES AND RESPONSIBILITY -**

* **Train subordinate security professionals or other organization members in security rules and procedures.**
* **Plan security for special and high-risk events.**
* **Order security-related supplies and equipment as needed.**
* **Review financial reports to ensure efficiency and quality of security operations.**
* **Attend meetings, professional seminars, or conferences to keep abreast of changes in executive-legislative directives or new technologies impacting security operations.**
* **Supervise subordinate security professionals, performing activities such as hiring, training, assigning work, evaluating performance, or disciplining.**
* **Assisting in salary calculation and payroll.**
* **AXIS BANK Ltd.-INDIA**

 **Job Title: Senior Relationship executive in the merchant service department. (June 2013 to September 2013)**

* **HDFC BANK Ltd.-INDIA**

 **Job Title: Relationship executive in the merchant service department(August 2011 to May 2013)**

**DUTIES AND RESPONSIBILITY -**

* **Effective communication with customers, as well as strong follow-up skills.**
* **Deal directly with customers either by telephone, electronically or face to face.**
* **Respond promptly to customer inquiries.**
* **Handle and resolve EDC complaints.**
* **Provide pricing and delivery information.**

**Key Skills**

* **Good communication skills.**
* **Excellent in computer practice.**
* **Ability to adapt according to the new environment and procedures.**
* **Exceptional time management skills.**

**Technical Skills**

* **Good work experience in SAP ERP.TALLY**
* **Microsoft Office – Excel, Word, PowerPoint, Outlook Express.**
* **Internet & Networking.**

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* **DOB : 29th June 1990**
* **Language proficiency : English, Hindi, Kannada, Konkani, Tulu**
* **Nationality : Indian**
* **Visa Status : Visit Visa**
* **Marital Status : Single**