



RASIK PUTHIYOTTIL

ACCOUNTANT/SALES
EXECUTIVE



SHARJAH - U.A.E



+971 568 634 162



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PERSONAL PROFILE

Date of Birth : 29 - 01- 1992
Gender : Male
Marital Status : Single
Nationality : Indian
Father's Name : Ali Puthiyottil
Religion : Muslim
Visa Status : Visit Visa
UAE Driving License : Light Vehicle
(31900370)

PASSPORT DETAILS

Hindi

English

Tamil

Kannada

Malayalam



OBJECTIVE

Seeking a suitable as **Accountant/Sales executive** assistant in your esteemed organization, willing to work in a challenging and creative environment, where my education and experience can contribute to the enrichment of myself and growth of the organization.



EXPERIENCE

Aug 2018 - Till date : Job Position : Sales Executive Cum
Company : Accountant Kanz Advertising &
Responsibility : Publishing Accounts
Location : Sharjah - U.A.E

May 2014 - March 2017 : Job Position : Manager
Company : Zinnia, Daffodil and Dhaliya Apartment
Responsibility : Supervising
Location : Bangalore, India



KEY RESPONSIBILITIES

- ▶ Preparation of sales invoice.
- ▶ Reconciliation of bank statement and related work like pdc discounting and invoice discounting
- ▶ Preparing & posting of all financial vouchers like payments, receipts, sales and purchase etc...
- ▶ Maintain and updates computer databases.
- ▶ Petty cash Management.
- ▶ Payroll preparation and other allowance. (Overtime&Invoice)
- ▶ Reconciliation of credit card payments.
- ▶ Performed general office duties and administrative tasks.
- ▶ Inventory Management.
- ▶ Prepared daily and monthly confidential sales reports for presentation to management.
- ▶ Answer queries by employees and customer.
- ▶ Coordinate meeting with customers and suppliers.
- ▶ Maintained daybook, sales, purchase & stock registers.
- ▶ Accounts payable and accountant receivables
- ▶ Assisting chief accountant in finalization and audit
- ▶ Schedule meeting and conferences.
- ▶ Managed internal and external mail functions
- ▶ Vat accounting



STRENGTH

- ▶ Ability to adapt to new processes within limited time frame.
- ▶ Self-motivator and ability to work in a fast paced work environment
- ▶ Ability to convince and satisfy customers.
- ▶ Excellent team player with good listening skills.



EDUCATION

Secondary School Leaving Certificate

Bangalore University, India 2013

Higher Secondary School (Plus Two)

Crescent Higher Secondary Calicut, Kerala

Secondary School (10th SSLC)

Crescent High School Calicu, Kerala



COMPUTER SKILLS

Accounting software-Tally ERP Prime, MS OFFICE

Diploma in computer Management (DCM), Data Entry.



DECLARATION

I hereby declare that all the information furnished above is true to the best of my knowledge. I also assure complete dedication and hard work towards the organization if provided an opportunity.

RASIK PUTHIYOTTIL