

RASIK PUTHIYOTTIL

ACCOUNTANT/SALES EXECUTIVE

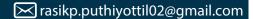


SHARJAH - U.A.E



Nationality

+971 568 634 162



PERSONAL PROFILE

Date of Birth : 29 - 01 - 1992

Gender : Male

Marital Status : Single

Father's Name : Ali Puthiyottil

Religion : Muslim

Visa Status : Visit Visa

UAE Driving License: Light Vehicle

(31900370)

: Indian

PASSPORT DETAILS

Hindi

English

Tamil

Kannada

Malayalam

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OBJECTIVE

Seeking a suitable as **Accountant/Sales executive** assistant inyour esteemed organization, willing to work a 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

EXECUTE: KEY RESPONSIBILITES

- 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.
- Pettya 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 presentaion to management.
- Answer queries by employees and customer.
- Coordinate meeting with customers and suppliers.
- Maintained daybook, sales, purchase & stock registers.
- Accounts payble and accountant recevables
- Assisting chief accountant in finalization and audit
- Schedule meeting and conferences.
- Managed internal and external mail functions
- Vat accounting



- ▶ Ability to adapt to new processes within limited time frame.
- > Self-motivator and ability to work in a fast paced work environment
- Ability to convice 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 dereby declare that all the information furnushed above is true to the best of my knowledge. I also assure complete dedication and hard work towards the organizationif provided an opportunity.

RASIK PUTHIYOTTIL