



DULPHUKAR

Muscat, Oman

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Experienced accounts executive with a demonstrated history of working in the logistics and supply chain industry. Strong operations professional with a master's degree focused in commerce. To seek a position in a reputed industry that would best fit my qualification and develop my talent & skills for continuous career improvement to utilize my experience and educational background to contribute for the fulfilment of its goals and mission.

Education & Certifications

Certificate In Logistics Management & SAP	SCM HUB, COCHIN - 2017
M.Com	ALAGAPPA UNIVERSITY 2016
Certificate In Store & Purchase Management	NORKA ROOTS, KERALA - 2014
B.Com With Computer Application	UNIVERSITY OF CALICUT-2014

IT SKILL:

- SAP
- Tally ERP 9
- Proficient in MS Office Package
- Outlook

PROFESSIONAL EXPERIENCES:

➤ **Accounts Assistant (Since Feb 2020)**

M/s Lulu Central Logistics (Al Awabi, Muscat)

Duties and Responsibilities :

- Import vendor payment

- Vendor reconciliation
- Bank reconciliation
- Coordination with vendor and buyer
- Document Control
- Coordination with Store keepers

➤ **Branch Admin (Jun 2017 –July 2019)**

M/s Lamit Group (Kollam, Kerala)

Duties and Responsibilities:

- Responsible for office expenditure.
- Maintaining accounts and petty cash expenses.
- Maintain Inventory
- Prepares Invoices and Delivery notes
- Logistics Co-ordination

➤ **General Services Supervisor (Feb 15 – March 16)**

M/s Zabeel Falcons, Dubai, UAE

Duties and Responsibilities:

- PRO Works
- Maintaining accounts and petty cash expenses.
- Monitoring and recording company expenses.
- Checking, verifying and posting supplier and vendors invoices
- Managing Drivers and vehicles keeping records of vehicles repair, fuel and services

SKILL SET:

- Excellent leadership and teamwork
- Active team player
- Logical thinking
- Have good communication skills.
- Quick to learn new assignments.
- Possess very good health and positive attitude
- Dedicated to work hard and can work with minimum supervision.
- Attention to detail, excellent planning, organizing and time management skills

- Work well with people at all levels and of different cultural backgrounds

LANGUAGE SKILLS	READ	WRITE	SPEAK
ENGLISH	FLUENT	FLUENT	FLUENT
HINDI	FLUENT	FLUENT	FLUENT
MALAYALAM	FLUENT	FLUENT	FLUENT

Driving Licence:

- Holding valid GCC manual light driving Licence.

PERSONAL PROFILE:

Date of Birth : 28th Jan 1994
 Place of Birth : Mukkam
 Father's Name : Abdul Razak
 Nationality : Indian
 Marital Status : Married

VISA STATUS:

Currnetly on Employment Visa in Sultanate Of Oman. Contract Expires in 4th February 2022.