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LALIT DAHIYA



Address: Ajman Jurf- 2 UAE

Accounts / Admin/ Customer Service /Cashier



Career Object

A very talented, ambitious and broad-based experienced professional with over **2 years' experience in Admin, Accounts** and other industries in **Operations, Customer Service, Business Development and Sales/Marketing**. Broad knowledge of international business operations, practices, and ethics with a track record affecting real and sustainable change in service-driven environments.

Seasoned in managing and maximizing key accounts, communicating with customers and strategic partners at the most senior of levels. Advanced communication/ interpersonal skills and ability to establish and maintain effective working relations in a fast-paced environment, sometimes under pressure, remaining flexible, proactive and effective.



Areas of Expertise

- Adaptability to Change
- Business/ Revenue Growth
- Positive Attitude
- Problem Solving & Decision
- Customer Relationship Management Making
- Customer Service Excellence
- Relationship Building
- Diversity/ Multicultural Issues
- Logistics Operations
- Operation Management
- Performance Improvement



Career Snapshot

May 2022 – Till Date

Account with Cashier & Store Handling
Al Rawda Est. Sale of Mineral Water
Ajman, UAE
Visa Expire: 09 – Oct. - 2024

Jan 2019 – April 2022

Admin cum Accounts
Star Juice & Mineral water co. LLC,
Umm Al Quwain, U.A.E
Visa Expire – 30-04-2022

May 2017 – Jan 2019

Admin cum Accounts
Swastik Egg, Cooperation, Rewari



Educational Attainment

Masters of Commerce
(M. Com)-Appear
MDU University, Haryana
(India)

Bachelors of Commerce
(B. Com)MDU University,
Haryana (India)

Plus, Two
HBSE Board of Secondary School, Haryana
(India)



Computer Skills

Operating System: Windows Packages:
MS Office suite Tally ERP 9.0

Basic of Computer
MS Office



Personal Profile

Date of Birth
30.10.1990

Nationality
Indian

Marital Status
Married

Languages
English and Hindi

Visa Status
Accountant Visa

References
Available upon Request



Employment History

Jan 2019 – April 2022

Admin cum Accounts and Cashier

Star Juice & Mineral Water Co. L.L.C, Umm Al Quwain, U.A.E

Job Responsibilities:

- Managing all the admin and accounts related activity of the company.
- Supporting the field sales teams.
- Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents.
- Resolving any sales related issues with customers.
- Maintain accounting entries in excel, Tally and other ERP software's.
- Handle daily cash & maintain cash book
- Maintain daily expenses of office & Sales dept.
- Make updated report of creditor and debtor
- Prepare salary sheet of employees
- Checking vouchers, invoices, L.P.O and delivery notes with supporting documents.

May 2017 – Jan 2019

Admin Clerk

Swastik Egg. Cooperation, Rewari, Haryana (India)

Job Responsibilities:

- Issue daily invoice and quotation.
- Filling up daily purchase orders and other company activities.
- Interact with customers and suppliers regarding the orders
- Handling incoming and outgoing calls.
- Preparing interview schedules, liaise with candidates for interview.
- Photocopy and scanning documents.
- Recording and updating data base.

March 2015 – April 2017

Assistant Accountant

Bharat trading Co., Rewari, Haryana
(India)

Job Responsibilities:

- Perform accounts department clerical duties.
- Liaise with suppliers and vendors.
- Monitor cash flow and petty cash account
- Prepare staffs monthly payroll

Declaration

I hereby declare that the information furnished above is true to best of my knowledge and reference may furnish up on request.

Yours faithfully,

Lalit Dahiya
