Contact No.: +971526978890

Email: <u>lalitdahiya38@gmail.com</u>

## LALIT DAHIYA



TEducational 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)

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

MS Office

Computer Skills

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

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# Personal Profile

**Basic of Computer** 

**Date of Birth** 30.10.1990

Nationality Indian

Marital Status
Married

**Languages** English and Hindi

Visa Status Accountant Visa

**References** Available upon Request



May 2022 – Till Date Account with Cashier & Store Handling

Al Rawda Est. Sale of Mineral Water

Ajman, UAE

Visa Expire: 09 - Oct. - 2024

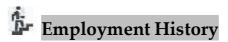
Jan 2019 – April 2022 Admin cum Accounts

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



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 mayfurnish up on request.

Yours faithfully,

Lalit Dahiya