



VISHNU PRASAD S

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PROFILE

Ambitious and self-motivated individual with 5 years of experience in

Forex operations, Accounts and Customer services level, seeking for a position in your organization for mutual growth and development.

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION

KEY SKILL AND CHARACTERISTICS

- Friendly and positive attitude
- Excellent customer service
- Hard working
- Ability to work under pressure. Ready to work in 7 days a week,
- Ready to relocate before starting work
- Maintaining books of account on Tally, will be very well versed
- Excellent knowledge of Cash handling

PERSONAL INFORMATION

Date of Birth: 29/01/1997

Nationality: Indian

Language: English, Hindi,

Malayalam

Visa status: Employment

currently working visa

expiry mentioned below

Visa Expiry:29-02-2024

WORK EXPERIENCE

HBC Printer Suppliers L.L.C. DUBAI, UAE. (FEB 2022 to JAN 2024)

ACCOUNTANT

- Purchase orders and Purchase entries and Sales Invoicing.
- Verify and posting of payment vouchers, receipt vouchers, and journal vouchers.
- Bank Reconciliation and all bank-related works.
- Control of petty cash, Reconcile related debit/credit accounts.
- Preparing Employees Monthly salary through WPS.
- Preparing schedules and other necessary documentation for audit works.
- Reconcile Balance Sheet Accounts.
- Support Finance Manager with month and year end closing, and quarterly VAT Submission.
- Experience with MS Office and MS Excel.
- Experience using printers, scanners and office equipment.
- 2 years of experience in the same roles
- Customer credit monitor, aging report SOA updates on time, payment
- Maintain records for account receivables, prepaid and accrued expenses.
- Excellent English language (verbal and writing)

REDHA AL ANSARI EXCHANGE. DUBAI, UAE (JAN 2019-JAN 2022)

CASHIER/TELLER,

- Process cash and card transactions accurately and efficiently.
- Greet customers, answering their queries and assistance as needed
- Open/close branch as required and ensuring all tasks, follow compliance procedures, company policies as per company standard
- Buying and selling currencies as per the exchange rates
- Knowledge of Remittance through Western union, instant cash, and RTGS and NEFT

F.MART SUPERMARKET .DUBAI,UAE (JAN 2018-JAN 2019)

SALES,

- Contacting potential and existing customers on the phone, by email, and in person.