



SAMUEL CM

JUNIOR ACCOUNTANT / CUSTOMER SERVICE OFFICER



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samuelcm191991@gmail.com



Dubai, UAE

EDUCATION

B. Com Computer Application

Mahatma Gandhi University, S N M Maliankara (2010-2013)

Higher Secondary Certificate

Govt H S S Kongorpilly Board of Public Examination, Kerala (2008-2010)

Secondary School Certificate

SSLC @ St Philominas H S S Koonammavu (2008) Board of Public Examination, Kerala

COMPUTER SKILLS

- Microsoft Office Excel And Word, Tally

INTRODUCTION

Dedicated and performance driven Customer service officer cum Accounting professional with extensive experience in communicating with customers , maintaining files and records more than 5 years of progressively responsible experience in fast-paced environments. Expertise in profit and loss management and skilled in all basic accounting functions for organizations including payroll, general ledger, and financial analysis.

SKILLS SUMMARY

- Proficient in Microsoft Word Excel
- Problem solving And Customer Relations
- Maintenance, Bank Reconciliations
- General Ledger
- Payroll Processing
- prepare trading ,and profit &loss account ,balance sheet

WORK EXPERIENCE

ELITE FUTURE CORPORATE SERVICES L.L.C

Customer Service Officer cum Junior Accountant

January 2022– present

Responsibilities

- Responsible for directly selling freelance visa to customer
- Providing excellent quality customer service and other duties as assigned.
- Manage incoming calls and customer service inquiries
- Provided accurate account management and follow-up based on customer needs.
- Calculating clients' incomes and expenses, Responsibilities
- Process account receivable and payable invoices ,posting journal entries
- Maintaining accounts ledger and Reconciling the same and make sure that the system is up to date
- Preparation of all financial reports,including profit &loss statements, balance –sheet, and statements of cash flow
- Preparation of payment vouchers, cheques,
- Management of petty cash, sales cash, and Receiving cash

PERSONAL ATTRIBUTES

- Striking positive relationships with clients & team members
- Excellent communication, with clear and assertive professional language
- Self-confident and motivated to take up challenging assignments
- Fast learner, motivated to constantly improve my skills and knowledge

LANGUAGE SKILLS

- English, Hindi, Malayalam, Tamil,

PASSPORT & VISA DETAILS

- Valid Indian passport
- UAE Employment Visa

PERSONAL DETAILS

- Nationality: Indian
- Date of Birth: 11 Nov1991
- Weight – 79 Kg
- Height – 5.10 Feet

PROFESSIONAL REFERENCES

- Can be provided on request

DRIVING LICENCE UAE

- License no - 4584192
- Automatic Gear
- Light Vehicle [Four wheel]

- Handling customer questions, inquiries, and complaints.
- Preparing and sending quotes and proposals.
- Follow Up on the client's visa process

DREAM FLOWER CONSTRUCTION

ACCOUNT EXECUTIVE (FEBRUARY 2018-JANUARY 2021)

Responsibilities

- Recorded day-to-day cash and bank transactions
- Engage with client and get all necessary information about client needs
- Prepare accurate , timely financial reports of company expenditures
- Prepared monthly profit and loss account
- Pay sheet preparation.
- Created monthly reports for accounting department.
- Completed accounting tasks such as contributing to financial reports of 10 Clients, calculating payroll for 200 employees and entering financial data.

DECLARATION

- I hereby declare the above-given information is correct & complete to the best of my knowledge & belief.
Samuel cm