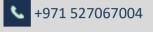


SAMUEL CM JUNIOR ACCOUNTANT / CUSTOMER SERVICE OFFICER



samuelcm191991@g

💡 Dubai, UAE

EDUCATION

B. Com Computer Application Mahatma Gandhi University, S N M

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