BOBAN SELVAM

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🏳 INDIAN   📍 Alquiz Dubai,UAE

🪪 T2033839   🛡 Visa status : Cancelled

🪪 PROFILE

To exhibit my abilities and skills for the better performance and growth of the organization, and to build my career in the industry. Ability to adapt to a new ambiance. Spirit to work as a team and also as an individual. Self-confident and goal oriented.

💼 PROFESSIONAL EXPERIENCE

04/2022 – present
Dubai,
United Arab Emirates

Cashier
Carrefour
- Greet customers when entering or leaving the establishment
- Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change
- Issue change, receipts, refunds, or tickets
- Resolve customer complaints, guide them, and provide relevant information
- Provides a positive customer experience with fair, friendly, and courteous service.
- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases

02/2022 – 04/2022
Dubai, UAE
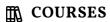
Accountant (Temp)
Al tawazun printing press LLC
- Enter daily purchase and sales bills
- Prepare attendance and schedules
- Collect customer Cheques
- Handling daily petty cash and expenses
- Prepare salary sheet

09/2019 – 11/2022
Trivandrum, India

Assistant Accountant
QRS Retail Limited

- Manage day-to-day accounting operations, including accounts payable, accounts receivable, general ledger entries, and bank reconciliations.
- Maintain the ledger operations
- Support Month end closing process
- Record and process employee expenses and reports
- Resolve AP and Receivables with vendor and customer
- Answering incoming calls taking messages redirecting calls and required.
- Maintain petty cash book
- Assist Tax filing
- Support for Salary preparation
- Record daily attendance of employers
- Enter daily purchase and sales bills

🎓 EDUCATION

04/2017 – 10/2019
Trivandrum

Bachelor of Commerce
Kerala university

📚 COURSES

Tally ERP and Prime , Quick book

Ms office , E - accounting

🌐 LANGUAGES

English

Malayalam

Tamil

Hindi