



ZAHIN

PULIYANKOTTU

ACCOUNTANT ASSISTANT

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DUBAI ,UAE

OBJECTIVES

A Suitable position with an organization where i can utilize the best of my skills and abilities that fit to my education , skills and my experience a place where an encourage and permitted to be an active participant as well vital contribute on development of the company

SKILLS

- Communication skills.
- Data managment
- Customer retaining skills
- Work under pressure
- Public relation building
- Need recognition
- Cross selling
- Customert mangement
- Analyzing information
- Tele selling Etiquettes
- Customer service skills
- Sales follow ups

WORK EXPERIENCE

Accounts & Cashier / 6 months

Training in G TEC computer care .

kannur , kerala

- Creating and issuing invoices to customers.
- Processing credit memos.
- Preparing account statements for customers.
- Following up on outstanding payments and answering customer queries.
- Monitoring all payments and preparing monthly billing reports.
- Managing account balances and resolving inconsistencies.
- Assisting the accounting department with the preparation of financial reports.
- updating accounting records with issued invoices ,processed payments , new balances , and customer contact information

EDUCATION

SSLCGOVT. OF KERALA

Higher Secondary / Plus two GOVT. OF KERALA

Course Studied ACCOUNTS in GTEC KANNUR

Language known :

English , Hindi & Malayalam

PRSONALL DETAILS

Visa status : Residence
Date of birth : 21-01-2005
Nationality : India
Sex : Male
Marital status : Single

Passport Details
Passport no: X2709952
Date of issue : 14/02/2024
Date of expiry : 13/02/2034