

ARAVIND P

ASSISTANT ACCOUNTANT/CUSTOMER SERVICE EXECUTIVE

+974 33846002 aravindpadickal@gmail.com Madeena Khaleefa South, Doha, Qatar

SUMMARY

Dedicated and detail-oriented professional with extensive experience in customer service and purchasing management. Proficient in processing accurate financial transactions, resolving customer inquiries, and adhering to compliance regulations. Demonstrates strong abilities in managing daily operations, negotiating contracts, and improving systems to enhance efficiency. Now seeking a challenging role as an Assistant Accountant or Customer Service Executive to leverage financial acumen, customer service expertise, and operational management skills to contribute to organizational success. Passionate about delivering high-quality service and optimizing processes for improved performance.

WORK EXPERIENCE

CUSTOMER SERVICE EXECUTIVE

TRUST EXCHANGE QATAR

Sep 2021 – Present Qatar

- Assisted customers with currency exchange and remittance transactions.
- Processed transactions with accuracy, adhering to compliance policies.
- Resolved customer inquiries and complaints, ensuring satisfaction.
- Maintained knowledge of exchange rates and company services.
- Accurately entered customer and transaction data, maintaining records.
- Adhered to AML regulations and legal requirements.
- Promoted company services to meet sales targets.
- Collaborated with team members to manage peak workload efficiently.

PURCHASE AND SALES INCHARGE

SREE DHANALAKSHMI SPICES AND WHOLESALERS

2019 – 2020 Kerala, India

- Developed and implemented effective purchasing strategies.
- Managed daily purchasing activities, supervised staff, and allocated tasks.
- Negotiated contracts, prices, and timelines with suppliers.
- Set and tracked individual sales targets within the sales team.
- Coordinated with inventory control to manage inventory needs.
- Oversaw maintenance of office and manufacturing equipment.
- Improved purchasing systems and processes to enhance efficiency.

EDUCATIONAL QUALIFICATIONS

B. COM COMPUTER APPLICATION

Christ College, Kattappana, Puliyanmala Kerala, India | 2017

PLUS TWO

Board of Higher Secondary Examination, Kerala, India | 2014

SSLC

Board of Public Examination, Kerala, India | 2012

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

ARAVIND P

COMPUTER SKILLS

- MS Word
- MS Excel
- MS Power Point

KEY SKILLS

- Customer Service
- Currency Exchange
- Transaction Processing
- Compliance Management
- Financial Reporting
- Data Entry & Record Keeping
- Team Collaboration
- Accounts & Finance

ACHIEVEMENTS

- Purchasing and Sales Activities
- Currency Management
- High volume of transaction
- Cross selling Success

PERSONAL INFO

Nationality : Indian
DOB : 26-12-1996
Gender : Male
Marital Status : Single
Passport No : U6383372
Date of Expiry : 12/01/2030

LANGUAGES KNOWN

English ██████████
Malayalam ██████████
Hindi ██████████
Tamil ██████████

REFERENCE

Mr. Riyas Rahman - Branch Manager
Trust Exchange, Qatar – riyasrehman1@gmail.com