



Alwin sunny

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Silicon oasis, Dubai, UAE

EXPERTISE

Microsoft Word

Microsoft Excel

Tally ERP

Journal Entries

Peachtree

EDUCATION

Bachelor of Commerce

2014 - 2017

MK University Chennai,
India

High School

2011 - 2013

M.A.S.M High School
Kerala, India

PERSONAL DETAILS

- Nationality: India
- Date of Birth: 19/08/1994
- Marital Status: Single
- Father's Name: Sunny V.O
- Passport No: N1140527
- Total work experience: 4.5(Y)
- UAE Driving License: YES

OBJECTIVE

In quest of professional opportunities for utilizing my skills and abilities in computerized industries that offer professional growth while being resourceful, innovative and flexible. Willing to work as a key player in a challenging and creative environment.

EXPERIENCE

MZUN AL KHAIR GENERAL TRADING| Dubai, UAE

Accountant| Oct 2018- Apr 2021

Duties and responsibilities:

- Reconciliation of accounts (bank, payable, receivable)
- Recording journal entries and maintain ledger account
- Processing cash/bank payment transactions
- Prepare Invoice, purchase order
- Follow up with customer for the payment
- VAT Returns filing in Federal Tax Authority web site
- Manage bank facilities like LC and discounting

H & L Hardware's Pvt Ltd| India

Marketing Executive | 2016 - 2018

Duties and responsibilities:

- Maintain and develop a good relationships with existing and new customers
- Actively seek out new sales opportunities through cold calling and networking
- Handle client complaints or concerns
- also providing detailed information to management about trends in the market
- Participate in events on behalf of the company
- Set up meetings with potential clients to negotiate and close deals

CERTIFICATION

Post Graduate Diploma in Business Accounting & Management
(including SAP, Tally, MS office and Peachtree)

Certification Division of I.P.A Kerala

SKILLS & HOBBIES

- Creative and Adaptable
- Communication Skills
- Organized
- MS Office
- Tally, Peachtree, SAP
- Travelling
- Reading
- Listening to music
- Watching movie or series