

Varsha Kungwani

Sales Co-Ordinator



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📍 Dubai, United Arab Emirates

WORK EXPERIENCE

Sales Co-Ordinator Airlink International U.A.E

06/2020 - Present

Dubai, U.A.E

Job Responsibilities

- Communicate with clients and sales team and provide full support to the clients by resolving their queries.
- Prepare and send purchase orders to suppliers after communicating with the sales team.
- Negotiate with suppliers for the best quotations and inform sales team about the cost prices.
- Assist sales team members in the absence of any sales team member.

Assistant Accountant Airlink International U.A.E

06/2018 - 05/2020

Dubai, U.A.E

Job Responsibilities

- Maintain all cash, bank, online receipt and payments.
- Prepare and maintain all salary payment vouchers.
- Preparing of statement of accounts Receivable and payables.
- Monitor and authorize all reversal entries.
- Maintaining current cash flow chart and reporting it to the seniors.
- Preparing and Maintaining Bank Reconciliation.

Assistant Accountant C.A Davad and Company

02/2016 - 01/2018

Jamnagar, India.

Job Responsibilities

- Maintaining accounting vouchers entries.
- Maintain journal entries Sales, Purchase and Expenses.
- Maintain Internal Auditing.

EDUCATION

Masters of Business and Administration. Shree Jaysukhlal Vadhar Institution Of Management Studies.

06/2012 - 05/2014

Jamnagar, India.

SKILLS

Team work

Positive Attitude

Quick Learner

Cash Management

Microsoft Office

LANGUAGES

English

Professional Working Proficiency

Hindi

Full Professional Proficiency

Gujarati

Full Professional Proficiency

PERSONAL DETAILS

Visa Status - Spouse

Marital Status - Married

Age - 31 Years

Nationality - Indian