

HARISH. A



CONTACT

- 📍 Dubai, UAE
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- 🚩 Indian

PERSONAL DETAILS

- **Marital status:** Married
- **Date of Birth:** 02/09/1984
- **Passport No:** V2007260
- **Expiry Date:** 10/10/2033
- **VISA:** Employment visa

SKILLS

- Accounts Management
- Vat Filing
- Accounts Payable and Receivables
- Bank Reconciliation
- Payroll Administration
- Office Management.
- Time Management
- Multitasking
- Verbal and Written Communication
- Problem Solving
- Organization Skill
- Interpersonal Skill
- Adaptability
- Database Management

COMPUTER PROFICIENCY

- Tally ERP9, Tally Prime 20,21,3.0
- MS Office
- MS Word/Excel/Powerpoint
- Windows 95/98/2000/Vista/Xp/8/10
- SAP, CIEL,EDMS.
- Emailing

Highly organized Admin with 4+years of experience streamlining operations and improving office efficiency. Well-organised and able to do multitask while maintaining a high level professionalism and attention in detail, Consistently recognized for proven capability in office administration, record keeping, preparing reports, performing customer-oriented task.

WORK HISTORY

Customer Service Representative

June 2024- Present

Expeditors, Dubai.

Responsibilities:

- 🕒 Plan, organize and manage the client Majid Al Futtaim deals with brands- Poltrona Frau, Magic Planet, HOME.
- 🕒 Process the Inbound, RTW, TO, Outbound receive from the customer by email, sending to the warehouse for picking and dispatching the order.
- 🕒 Preparing the Commercial Invoice, Packing List, sending to the customs team for Preparing BOE, preparation of Gate passes and sending to the transport department for planning and dispatching orders .
- 🕒 Planning ,Scheduling the receiving of the incoming shipment coordinating with the warehouse operations team and informing the customer regarding the schedule.
- 🕒 Updating the day to day inbound and outbound status to customer after confirming the availability with warehouse.
- 🕒 Updating the data in the WMS, complies, sort and verify the accuracy of data which meet the declaration towards customs which includes unit price, currency, HS code and weight details.
- 🕒 Updating the day to day inbound, outbounds details in the tracker and reporting the customer seniors
- 🕒 Ensure all the customer's daily requirements are delivered in an effective and efficient manner.
- 🕒 Update the customer regarding the status of GRN for the inbound, RTW, TO with the details of discrepancies if anything persists.
- 🕒 Ensuring all the customer's daily requirements are delivered in an effective and efficient manner.

Contract Logistics Admin Specialist

Dec 2023-May 2024

Kuehne Nagel, Dubai.

Responsibilities:

- 🕒 Plan, organize and manage the client Bombardier.
- 🕒 Process the orders received from the customer by email, sending the invoices, documents to the warehouse for picking and dispatching the order.
- 🕒 Informing the shipment team regarding the order via email for preparing BOE and for collecting the order.
- 🕒 Preparation of Exit/Entry certificates and hand over to the customs team for submission, provides export proof to customs team after export, keeping a record of submission proof of Exit certificate in the file.
- 🕒 Updating the day to day inbound and outbound status to customer in SAP after confirming the availability with warehouse.
- 🕒 Updating the data in the WMS, complies, sort and verify the accuracy of data which meet the declaration towards customs which includes unit price, currency, HS code and weight details.
- 🕒 Handled the routine, critical and AOG Orders, managed the customer-oriented operations, ensuring the customer satisfaction by achieving delivery and service quality norms.
- 🕒 Updating the day to day inbound, outbounds details in the tracker and reporting the seniors.
- 🕒 Ensure all the customer's daily requirements are delivered in an effective and efficient manner.

LANGUAGES

English

Hindi,

Tamil

Malayalam

Office Admin cum Accountant

March 2020–20th Dec 2023

Bas Marine Tech Engines Repairing and Maintenance, Dubai.

Responsibilities:

- ⌚ Provide detail oriented administrative support to co-workers to ensure efficient office operations.
- ⌚ Manage the scheduled jobs by coordinate the field staff and give responsibilities to ensure performance.
- ⌚ Prepare job reports to analyze the job status and performance.
- ⌚ Develop relationships with customers , vendors to present the company in a professional manner.
- ⌚ Coordinate with the purchase department and arrange materials on time.
- ⌚ Prepare invoices , quotes and provide to the customers..
- ⌚ Maintain, manage and keep a systematic records of financial transactions.
- ⌚ Prepare vat returns and filing periodically.
- ⌚ Manage payroll and benefits for 15+employees includes solving any related issues .
- ⌚ Perform reconciliation of bank transactions.
- ⌚ Manage a database record of employees, vehicles, vendors.
- ⌚ Communicate closely with the Head of Operations regarding the needs, concerns or issues in the office.
- ⌚ Schedule annual leave, prepare leave salary, annual leave and record end of benefits of employees.
- ⌚ Assist the audit team in the preparation of various periodical financial statements and recording it.
- ⌚ Recover the receivables and handling payables.
- ⌚ Allocation of expenses to various departments.
- ⌚ Manage Petty Cash transactions and book keeping.

Assistant Accountant

Sept 2019–Feb 2020

Crescent Marine Trading LLC, Dubai.

Responsibilities:

- ⌚ Maintained financial records and ensure proper recording of operation required to the financial workflow.
- ⌚ Prepare invoices, quotes and provided to customers.
- ⌚ Managed the account books, keep the accounting systems up to date.
- ⌚ Processed payroll of 10+employees and maintained their benefits.
- ⌚ Completed month and year-end close procedure and reconciled bank transactions.
- ⌚ Assist the senior accountant in the preparation of various periodical financial statements .
- ⌚ Compute vat returns and filing periodically.
- ⌚ Managed petty cash transactions and book keeping.
- ⌚ Recover the payments receivables

Junior Accountant

Oct 2012– Apr 2016

Sterling Gases Ltd., Kerala India

Responsibilities:

- ⌚ Prepared quotes, invoices and provided to the customers.
- ⌚ Maintained and keep a systematic record of day to day financial transactions.
- ⌚ Prepared the payroll, compute tax and filing periodically and keep a record.
- ⌚ Update account receivable, account payable and providing statements periodically.
- ⌚ Assist the senior accountant and the audit team in the preparation of periodical financial statement.
- ⌚ Recover the payment receivable and clearing the payables.
- ⌚ Performed reconciliation of bank statement.
- ⌚ Maintained the records of vehicles and update the management for periodical renewal of registration, insurance and for doing timely maintenance.

EDUCATION

2006-2009

Bachelor Degree of Aviation Maintenance Science,
Alagappa University, Coimbatore, Tamil Nadu, India.

2002 - 2004

ITI Diploma in Electronics, CIET, Calicut, Kerala, India.

2000 - 2002

Plus Two, Govt. Model Higher Secondary School, Calicut

· University Campus, Kerala, India.

2000

10 th standard, N.S.S. High School, Calicut, Kerala, India.

ADDITIONAL QUALIFICATION

2010

Diploma in Accounting with Erp 9, ATI, Calicut, Kerala, India

2000

Diploma in Office Automation with MS Word, MS Excel, BSS, Calicut,
Kerala, India.

DECLARATION

I hereby declare that all the above details are true and correct to the best of my knowledge and belief.

Place: Dubai.

HARISH. A

Date: