

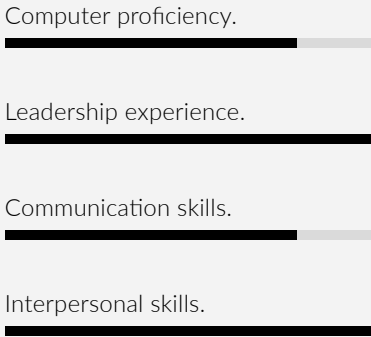


+971 050 2556 057

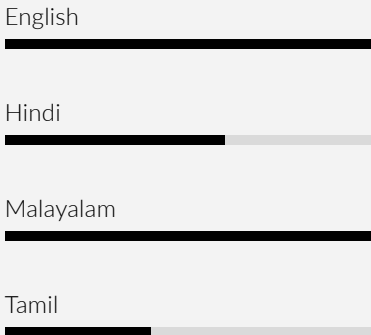
jyoanu2512@gmail.com

Abu Dhabi, United Arab Emirates, Abu Dhabi, United Arab Emirates

SKILLS



LANGUAGES



PERSONAL DETAILS

Date of birth
11.05.1997

Nationality
India

Visa status
SPOUSE VISA

Marital status
MARRIED

Jyothsna Anoop Dasan

SALES COORDINATOR CUM ACCOUNTANT

ABOUT ME

To become the part of an organization where I can apply, and improve my skills and knowledge along with the development of the organization. Attain a high level of customer satisfaction, employee morale and achieve financial objectives in line with the strategic and operating plans, procedures and forecast within the set parameters.

WORK EXPERIENCE

Sales Coordinator Cum Accountant
United Pipes And Tubes Trading L.L.C / Musaffah Abu Dhabi
/ Mar 2023 - Present

- Handling urgent calls, emails, and messages when sales representatives are unavailable, answering customer queries, informing them of delays, arranging delivery dates, and scheduling marketing events.
- Handling orders by phone, email, or mail and checking the orders have the correct prices, discounts, and product numbers.
- Inputting orders, ensuring they are processed according to customer requirements, and ensuring all orders are accurate and delivered on time.
- Developing and maintaining filing systems so as to maintain sales records, prepare reports, and provide financial information to the manager.
- Posting and processing journal entries to ensure all business transactions are recorded
- Updating accounts receivable and issue invoices
- Updating accounts payable and perform reconciliations
- Assist with reviewing of expenses, payroll records etc. as assigned
- Prepare and submit weekly/monthly reports
- Ensure timely bank payments
- Petty cash prepare and record
-

BRANCH MANAGER
Royal Travancore farmers producer company LTD. (Banking sector) / Kerala - India
/ Jul 2021 - Mar 2023

- Direct all operational aspects including distribution operations, customer service, human resources, administration and sales
- Assess local market conditions and identify current and prospective sales opportunities
- Develop forecasts, financial objectives and business plans
- Meet goals and metrics
- Manage budget and allocate funds appropriately
- Bring out the best of branch’s personnel by providing training, coaching, development and motivation
- Locate areas of improvement and propose corrective actions that meet challenges and leverage growth opportunities
- Share knowledge with other branches and headquarters on effective practices, competitive intelligence, business opportunities and needs
- Address customer and employee satisfaction issues promptly
- Network to improve the presence and reputation of the branch and company

BUSINESS FACILITATOR -
Union Bank Of India.(Banking sector) / Kerala - India / Jul 2019 - Jul 2021

- Maintaining the Relationship with customers.
- Maintaining the various records related to the transactions, payments, etc.
- Preparing reports like daily reports, monthly performance reports, sales reports etc
- To ensure issuance of printed receipts to the customers and oversee the fund handling at bank.
- Ensure maintenance of registers.
- Accelerate linking of Aadhar, Mobile seeding in FI account.

EDUCATION

Bachelor of Arts
B.com - University of Calicut / Kerala - India / 2017