



ASWATHI P.P

CUSTOMER SERVICE, ACCOUNTS ASSISTANT

+971 - 564498935

aswathipp2020@gmail.com

Dubai, United Arab Emirates

EDUCATION

Post Graduate in M.Com
(Finance)

KERALA UNIVERSITY - 2016

Graduate in B. Com

KANNUR UNIVERSITY - 2013

PERSONAL DETAILS

- Date of Birth : 18-02-1993
- Gender : Female
- Nationality : Indian
- Marital Status : Married
- Visa Status : Husband Visa

PROFESSIONAL COMPETENCIES

- Interpersonal and Analytical Skill
- Good Decision Maker
- High Level of Accuracy
- Adaptability
- Good Oral and Written Communication Skill
- Excellent Organization Skill

TECHNICAL SKILLS

- TALLY ERP 9.0
- MS -EXCEL
- MS-WORD

LANGUAGES

- Fluent in written and verbal English, Hindi and Malayalam.

ABOUT ME

Looking for a challenging and responsible opportunity, explore my strengths and potentials in a professional organization to meet employer's expectations. Seeking a position, that will utilize my talent to enhance the growth of the organization.

WORK EXPERIENCE

Customer Service Representative MAY 2022 - PRESENT
Al Ahalia Money Exchange Bureau I Dubai, UAE

- Provide Excellent customer service to clients and assisted to resolve any issue in a timely manner.
- Cash Handling
- Dealing with Customers of different Nationalities and providing the best of service.
- Maintaining AML Policy.
- Identifying New and potential customers, visiting clients and submitting reports for the management.
- Resolve Customer Complaints.
- Skilled money transfer to anypart of the globe through telex transfers and various speed products.
- Handling wps files on daily basis.
- Handling wps clients and informing about disbursal and contract expiry.
- Disbursing salaries at company premises.
- Ensuring better service provided to wps clients.

Assistant Accountant OCT 2020 - APR 2021
Relax Group of Companies I Abu Dhabi, UAE

- Recording and Categorizing Purchases, Sales, Expenses.
- Preparing Deliver Note and Receipt Note.
- Handling Accounts Payable and Accounts Receivable.
- Recording and Filling Cash Transactions.
- Ensuring Payments, Amounts and Records are correct.
- Preparing Invoices for the customers and follow up for the due payments.
- Debt Collection and Bank Reconciliation.
- Billing and Cash Handling.

Assistant Accountant AUG 2016 - AUG 2018
Xeontech I AUG 2016 - AUG 2018

- Invoicing Purchase Bill, Sales Bill, Expenses & Vat Calculation.
- Prepare Purchase order, Sales Order.
- Prepare Trading and P&L Account and Balance sheet.
- Bank Reconciliation.
- Preparing Petty Cash Voucher.
- Collecting Payments from the Customers.
- Cash Handling.
- Preparing Accounts Payable and Receivables.