



Sejin Irimpan

CONTACT

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 Room 105
Jishar Supermarket Building
Al Baraha, Deira, UAE.

PERSONAL DETAILS

Date of Birth : 24.05.1993
Nationality : Indian
Passport : P7312307

SKILLS

SAP B1

80%

QuickBooks

60%

Tally ERP 9

60%

MS Excel

80%

MS Word

60%

LANGUAGES

English

Malayalam

Tamil

Hindi

OBJECTIVE

To obtain a responsible and challenging position where my abilities and qualification will have valuable Application for the growth and benefit of the company along with individual progress.

EXPERIENCE

Assistant Accountant

January 2023 -

ASN International LLC, Dubai

August 2023

- Handled petty cash management, ensuring accurate recording and reconciliation.
- Prepared invoices for clients and processed payments.
- Issued cheques and followed up on payment collections.
- Prepared VAT files and ensured compliance with taxation regulations.
- Processed staff salaries and maintained payroll records.

Assistant Accountant

October 2021 -

The Mattar Farm Kitchen LLC.Dubai.

December 2022

- Managed petty cash, ensuring accurate recording and reconciliation.
- Prepared invoices for clients and facilitated payment processing.
- Issued cheques and followed up on payment collections.
- Handled email correspondence related to financial matters.
- Prepared VAT files and ensured compliance with taxation regulations.
- Assisted in staff salary processing and maintained payroll records.

Sales Officer

June 2020 -

Popular Hyundai,Thrissur

August 2021

- Respond promptly and professionally to online inquiries, providing detailed information and addressing customer queries.
- Utilize effective communication skills to build rapport and understand customers' needs and preferences remotely.
- Guide online prospects through the sales process, offering virtual tours, video demonstrations, and personalized recommendations.
- Close sales efficiently by offering competitive pricing, flexible financing options, and seamless online transactions, ensuring a smooth and satisfying purchasing experience for customers.

Sales Officer

March 2017 -

Popular Vehicles and Services, Thrissur

March 2020

- Assist customers in selecting the right vehicle based on their needs and preferences.
- Conduct test drives and provide detailed information about vehicle features and specifications.
- Negotiate pricing and financing options to ensure customer satisfaction and sales closure.
- Maintain accurate records of sales transactions and follow up with customers to ensure their satisfaction and address any concerns.

Sales Executive

November 2015 -

IDBI Bank, Thrissur

February 2017

- Efficiently open various bank accounts including Savings, Current, and Fixed

Deposits.

- Provide attentive service and guidance to clients during account opening processes.
 - Handle front desk operations with professionalism, ensuring smooth transactions.
 - Promote banking products to drive account openings and enhance customer satisfaction.
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EDUCATION

SSLC	2010
CMS HSS,Thrissur	
Higher Secondary	2012
Carmel College,Thrissur	
B. Com (Course Completed)	2015
Don Bosco College,Thrissur	

REFERENCE

Shibin Varghese - The Mattar Farm Kitchen LLC, Dubai.

Senior Accountant

sbincv@gmail.com

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DECLARATION

I hereby declare that above provided information is correct to the best of my knowledge and belief
