

Sejin Irimpan

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

CONTACT



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Room 105

Jishar Supermarket Building

Al Baraha, Deira, UAE.

PERSONAL DETAILS

Date of Birth: 24.05.1993

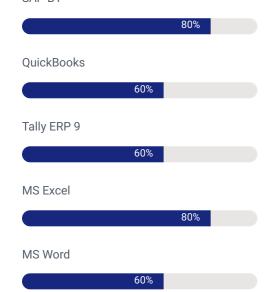
Nationality : Indian

: P7312307

SKILLS

Passport

SAP B1



LANGUAGES

English

Malayalam

Tamil

Hindi

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.

EDUCATION

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

REFERENCE

Shibin Varghese - The Mattar Farm Kitchen LLC, Dubai.

Senior Accountant sbincv@gmail.com +971 566774832

DECLARATION

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