



LALIT KUMAR

E-MAIL

Lalitdahiya1008@gmail.com

MOBILE

☎: +971-526978890

PERSONAL DATA

D.O.B. : 30 Oct. 1990

Sex : Male

Nationality : India

Status : Married

Height : 5 feet 6" inches

PASSPORT DETAILS

Passport No: R-3195228

Date of Exp: 02 Nov. 2027

Visa Status: Employment

Expiry : 15 Aug. 2025

LANGUAGES KNOWN

English, Hindi, Urdu
Arabic

Additional Documents

Tally ERP 9.0

Basic Of Computer-
generated

OBJECTIVE

To be associated with a stable and progressive organization where I can apply and share my gained skills and experience, which will profit and benefit the company and as well recognize my potentials, abilities and provide opportunity for a career growth.

CORE COMPETENCIES

- Good in negotiation and presentation.
- Good communication skills in English & Hindi & Urdu
- Good in administrative work.
- Honest and a responsible person.
- Assisting customer request and complaints.
- A good listener and provider to the customers need.
- Excellent in customer service.
- Eager to learn new things.
- Able to grow positive relationships with clients / customers and colleagues at all organizational levels.
- A great team player, very diligent and honest. Could work under pressure, meet deadlines and the ability to acquire new skill.

WORK EXPERIENCE

Designation : Cashier and Teller

Company : Emirates India International Exchange

Location : Al Khan Street Nesto Sharjah UAE

Duration : 06 July 2023 to Up to date

Job Profile

- Ensuring transactions are completed in an efficient manner with high level of accuracy.
- Follow compliance procedures, company policies and abider all health and safety guidelines as per company standards.
- Performs administrative tasks such as filing, generating reports and maintaining mail correspondence.
- Maintain a cash float and follows balancing and reconciling procedures, prepares daily End of Day sheet at the close of each business day.

Designation : Accountant and Cashier

Company : Al Rawada Establishment Sale of Mineral Water

Location : Al Jurf 2 Ajman UAE

Duration : 05 Apr 2022 to 09 May 2023

Job Profile

- Managing all the admin and accounts related activity of the company.
- Carrying out administrative tasks such as data input, processing information, completing paperwork, and filing documents.
- Maintain accounting entries in excel, Tally and other ERP software's.
- Handle daily cash & maintain cash book.
- Maintain daily expenses of office & Sales department.
- Make updated report of creditor and debtor.
- Checking vouchers, invoices, L.P.O and delivery notes with supporting documents.

Designation : Accountant & Cashier

Company : Star Juice And Mineral Water LLC

Location : Umm Al Quwain UAE

Duration : Jan. 2019 to Mar. 2022

Job Profile

- Managing all the admin and accounts related activity of the company.
- Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents.
- Maintain accounting entries in excel, Tally and other ERP software's.
- Handle daily cash & maintain cash book.
- Maintain daily expenses of office.
- Make updated report of creditor and debtor.
- Checking vouchers, invoices, L.P.O and delivery notes with supporting documents.

Designation : Accountant & Cashier

Company : Swastik Egg. Corporation

Location : Rewari Haryana India

Duration : Feb 2016 to Dec. 2018

Job Profile

- Issue daily invoice and quotation.
- Filling up daily purchase orders and other company activities.
- Interact with customers and suppliers regarding the orders.
- Handling incoming and outgoing calls.
- Preparing interview schedules, liaise with candidates for interview.
- Photocopy and scanning documents.
- Recording and updating data base.

EDUCATIONAL QUALIFICATIONS

- **Master of Commerce (Appearance)**
Maharshi Dayanand University
Rohtak Haryana India
- **Bachelor of Commerce**
Maharshi Dayanand University
Rohtak Haryana India
(2009 To 2012)
- **Secondary (High School)**
Govt SR SEC School
Jatusana Haryana (2002-2009)

I do hereby that the above-mentioned information is true and correct to the best of my knowledge and belief.

LALIT KUMAR