



VIPIN POULOSE

Accountant/Cashier

EDUCATION —

Diploma Certificate in Office Management with Professional Accounting

2012 : Plus Two

MY SKILLS —

- Book keeping
- Professional Accounting
- Tally
- Taxation
- MS Office
- Record Management

CONTACT INFO —

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✉ vipinb2109@gmail.com

MY PROFILE —

Professional working as accountant and cashier with more than 6 years of experience in this field. I have developed many skills during this period including customer service, safe driving practices and looking forward to build my future career by learning new skills.

WORK EXPERIENCE —

• 2018 January to 2024 March

Al Geo Auto Spare Parts, Sharjah

- Work on all client needs
- Organize and maintain records of inventories up to date
- Work with a team and individually
- Account works with day to day finalising the accounts
- Reconciliation of bank, debtors, creditors and stock
- Knowledge of EPC - Mercedes Benz, BMW
- Build business relationships with customers
- Purchasing spare parts for sales

PERSONAL DETAILS —

Date of Birth : 21. 09. 1994

Nationality : Indian

Passport No : P0469992

UAE Driving License : Light Vehicle

Visa Status : Visiting Visa