

# Nissar Arummal Pallipurath

## Chief Cashier cum Admin Assistant

✉ nissarap786@gmail.com ☎ 0565789019(UAE) 📍 Abu shagara Sharjah

📅 1994-04-07 🇮🇳 Indian ♂ Male 🤰 Married



### CAREER OBJECTIVE

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To prove my competence in the field, by using my abilities and to acquire a position where I can work towards the fulfillment of organization goals.

### WORK EXPERIENCE

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#### **Chief Cashier cum Admin Assistant, PAN Emirates Home Furnishing L.L.C**

05/2019 – Present  
Al Barsha Dubai

- Supervising and coordinate daily activities of the cashier team to ensure smooth operations.
- Train, mentor, and evaluate cashiers to maintain high standards of customer service and accuracy.
- Ensure proper cash handling, billing, and reconciliation of cash drawers at the end of each shift.
- Handling cash payment, credit card and cheque transaction.
- Maintaining petty cash and expenses reports.
- Prepare and submit daily cash reports and reconciliation statements to Accounting department.
- Handling escalated customer complaints and provide effective solutions.
- Preparation of customer quotation and invoices.
- Process cash, card and cheque refunds.
- Assist with price checks, exchanges and returns.
- Coordinate with internal teams (logistics, technical support, sales) to resolve customer issues effectively.
- Handling logistics related emails.
- Processing Broker commission.
- Collect and maintain attendance, leave, and overtime records.
- Assist with payroll processing by providing accurate employee data.

#### **Accountant, PIPE FIELD group of companies**

01/08/2018 –  
27/02/2019  
Calicut, Kerala India

- Analyzed and researched reporting issues to improve accounting operations procedures.
- Preparing financial documents such as invoice, bills, and accounts payable and receivable.
- Summarizes current financial status by collecting information, preparing balance sheet, profit & loss statement, and other reports.
- Preparation of customer quotation and invoice.
- Preparation of employee payroll statement.
- Provide financial status information by preparing special reports and completing special projects.

#### **Accountant, M.A.K.S Home 'N' Office Furniture**

03/01/2016 –  
15/01/2017  
Kannur, Kerala India

- Maintaining day to day book of accounts.
- Inventory Management.

- Invoicing and Accounts Receivable.
- Preparing the final accounts, auditing the accounts and submitting the tax returns.

**Accountant, The Western India Plywoods Ltd**

- Purchase and Accounts payable.
- Bank Reconciliation.
- Stock level and update and initiating purchase.
- VAT return are prepared and filled in a timely manner.
- Prepare and reconciles accounts.
- Receive accounts payable and unbilled accounts receivable on a monthly basis.
- Assist senior accountant in the preparation of monthly or yearly closing.
- Prepare and submit weekly or monthly reports.

15/05/2015 –

16/12/2015

Kannur, Kerala India

## EDUCATION HISTORY

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**Master of Business Administrator (MBA)**

- 2016-2018 Specialized in Finance and marketing

2016 – 2018

Kannur University

**Degree in B-Com with co- operation**

- 2012-2015

2012 – 2015

Kannur University

## TECHNICAL SKILLS

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|-------------|--------------|
| • Tally     | • Quick Book |
| • Peachtree | • Tradeasy   |
| • MS Office | • Infor LN   |
| • Odoo      |              |

## LANGUAGE

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|-----------|-------------|---------|
| • ENGLISH | • MALAYALAM | • HINDI |
| • ARABIC  | • Tamil     |         |

## STRENGTHS

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- Hard worker, Smart worker & Team player
- Punctual reliable & efficient
- Sincere, mindful & positive