



Denni John

Mob: 0526995238

Position: Accounts /Inventory Manager

Email: Dennicj@gmail.com

Career Objective:

In order to utilize my skills in the field of Accounts and inventory or other related areas those are being creative and effective. To obtain a challenging position that will allow me to expand upon my education and continue to accumulate knowledge

Profile Summary:

- Master's Degree in Commerce (M.Com)
- A strategic thinker with excellent knowledge in numbers and financial terminologies and
- Skilled in allocating the budget precisely having rich experience of 10 years as Inventory /Accounts Manager
- Extensive knowledge of keeping records, maintain the records and track the financial Transactions.
- Proven track record to maximize the business opportunities.
- Skilled in budgeting and maximizing the profit.
- Expertise to set strategic priorities and give clear strategic direction

Personal Traits:

- Strong in numbers and having remarkable logical and analytical skills.
- Excellent communication skills in verbal and written both.
- Ability to control and supervise the persons.
- Strong motivator and ability to do the work before the deadline.

Computer Knowledge:

- Proficient in using personal computer skills in programs such as;
- Operating systems - Dos & Windows, MS Internet Explorer
- Office packages - Micro Soft Office
- Commercial - Focus

Key Responsibilities Handled:

- Deliver a positive customer service experience.
- Maintain or exceed a minimum amount of sales.
- Prepare various reports surrounding the metrics of the sales department: quarterly sales results, annual forecasts and account status reports.
- Presenting the reports to the higher authorities.
- Supervising and reviewing work of accountants.
- Strict Supervision of Payroll (Under WPS System)
- Follow up of customers balance and dues
- Finalization of Accounts up to Balance Sheet
- Inspection in material delivery
- Supervision for keeping inventory ledgers
- Yearly/Quarterly physical stock valuation
- Deliver a positive customer service experience.
- Maintain or exceed a minimum amount of sales.
- Prepare various reports surrounding the metrics of the sales department:
 - Quarterly sales results, annual forecasts and account status reports.
 - Presenting the reports to the higher authorities.
 - Supervising and reviewing work of store keepers.

Work Experience:

A) 2008 March to Present:

Working with Engineering Aluminium System –Dubai-UAE

Designation: Accounts/Inventory manager

Company profile: Leading Aluminum sub-contracting company in UAE

B) From Nov 2005 to Nov.2007:

Worked with Al Abdullatif Industrial Group –(Saudi Arabia)

Designation: Accountant

Company profile: Leading Carpet manufactures in world (Saudi Arabia)

C) From April 2005 to October 2005:

Worked with Ankur Drugs & Pharma - Mumbai -India

Designation: Accountant

Company profile: Manufacture of Medicine and Health care products

Personnel Information:

Date of birth - 20-10-1981

Sex - Male

Marital status - Married

Nationality - Indian

Languages know - English, Hindi, Malayalam, Arabic (intermediate)

Driving Licenses - UAE

Present Address - Accounts Dept., Engineering Aluminium System LLC

PB NO. 86011, DUBAI, UAE

Passport Details

Passport no: - E 9360660

Place of Issue - Kozhikode

Date of Issue - 28-05-2015

Date of Expiry - 27-05-2025

Declaration:

I hereby declare that all the above information is true and correct to the best of my knowledge

Place: DUBAI

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