

ATHEEK HASSAN

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PROFESSIONAL SUMMARY

Results-driven professional with expertise in inventory management, accounting support, and administrative coordination. Skilled in Tally, QuickBooks, POS systems, and MS Office. Proven ability to enhance operational efficiency, manage financials, and improve customer satisfaction. Seeking a role in operations, accounts, or administration.

CORE SKILLS

Systems: Tally, QuickBooks, POS, MS Office, CRM Software

Expertise: Inventory Control, Retail Operations, Accounting Support, Customer Service, Invoicing, Billing, Data Entry, Team Coordination

PROFESSIONAL EXPERIENCE

Stock Associate / Coordinator Trainee | ZARA (Azadea Group), Dubai – Oct 2022 – Present

- Managed daily stock operations and conducted accurate inventory audits.
- Coordinated between sales and stock teams to reduce delays.
- Handled stock replenishment and order fulfillment.

Sales & Reception Assistant | Imperial AC Spare Parts Trading, Ajman – Nov 2021 – Oct 2022

- Boosted customer loyalty and repeat business by 40%.
- Managed front desk, client calls, and order tracking via CRM.
- Processed invoices and coordinated deliveries efficiently.

Cashier & Accounting Assistant | Just Bake Bakers & Confectioners, India – 2020 – 2021

- Maintained financial records and ledgers using Tally and QuickBooks.
- Handled POS billing and daily reconciliation.
- Assisted in monthly financial statement preparation and inventory reporting.

EDUCATION & CERTIFICATIONS

- BBM – St. Aloysius University College, India | 2021
- Certificate in Financial Accounting (Tally, QuickBooks, VAT) – Star Institute, India | 2022
- Associate Degree in Computer Science – St. Aloysius Unit College, India | 2018

LANGUAGES

English, Hindi, Malayalam, Tamil, Urdu (Professional) | Arabic (Beginner)