

# ARUL FISHER BABIYANS

## Assistant Accountant & Cashier

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### PROFESSIONAL SUMMARY

Detail-oriented professional with over 9 years of experience in General Accounting and Cash Handling. Proven track record in cash management, multi-currency transactions, and financial reporting within high-volume environments like Qatar Airways. Committed to accuracy, relationship management, and organizational growth through technical proficiency in Oracle and Microsoft Office.

### CORE COMPETENCIES

- **Financial Operations:** Cash Management, Multi-currency Handling, Bank Reconciliation, Petty Cash, Payroll Maintenance.
  - **Technical Skills:** Oracle, Tally ERP-9, POS Handling, Microsoft Excel, Word, Outlook, PowerPoint.
  - **Soft Skills:** Team Leadership, Relationship Management, Time Management, Multi-tasking, Fast Learner, Cash handling & basic accounting, Customer service skills, Communication & teamwork.
  - **Languages:** English, Tamil, Malayalam, Hindi
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### PROFESSIONAL EXPERIENCE

#### Finance Assistant Cashier | Qatar Airways – Doha, Qatar - September 2022 – Present

- Manage daily high-volume cash and card transactions with 100% accuracy in a fast-paced environment.
- Perform detailed daily tallies of collections against sales reports to ensure zero discrepancies.
- Processed excess baggage payments following airline regulations.
- Issued receipts and maintained accurate financial records.
- Maintain organized record-keeping for audits, demonstrating a high level of accountability and detail-orientation.
- Provide exceptional customer service at the front desk, resolving inquiries with professionalism and patience.
- Coordinate with porters for baggage transfer.
- Assist passengers with luggage trolleys and baggage handling.

- Handled daily cash reconciliation and prepared shift reports.
- Coordinate with supervisors and airport operations team.

**Admin & Assistant Accountant | Nature Supermarket – Doha, Qatar - September 2021 – July 2022**

- Oversaw daily sales closing reports and handled bank deposits, ensuring funds were secured and recorded correctly.
- Managed inventory tracking and purchase entries, maintaining organized systems for operational efficiency.
- Recorded financial transactions and maintained accurate accounting records.
- Managed accounts payable and receivable processes.
- Prepared journal entries and assisted with month-end closing.
- Performed bank reconciliations and verified financial discrepancies.
- Assisted in preparing financial reports for management review.
- Maintained accurate petty cash records and supporting documentation.
- Prepared petty cash reports and coordinated fund replenishment.
- Maintain online order app and converted sales department.
- Managed the inbound and outbound stocks, common store stocks.

**Transaction Officer | Fincare Small Finance Bank – Nagercoil, India - July 2017 – July 2021**

- Processed customer deposits, withdrawals, and financial transactions accurately.
- Maintained cash drawer balance and prepared daily reports.
- Provided excellent customer service and resolved banking inquiries.
- Promoted bank products and assisted customers with account services.
- Verified KYC documentation and maintained strict adherence to financial security protocols.
- Assisting the finance department and senior accounting staff members with various tasks, including preparing budgets, records and statements.
- Completed regular bank reconciliations and financial reporting for senior management.
- Managed petty cash fund and processed small operational expenses.

**Assistant Accountant | First Source Company – Chennai, India - March 2016 – June 2017**

- Processed electronic transfers and managed monthly bank reconciliation statements.
- Maintained and updated financial records, ensuring all payments were processed on time.

- Assisting to auditor and auditing report.
  - Monitor accounts to ensure payments are up to date.
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## **EDUCATION**

- **B.Sc. Computer Science** | M S University, India (2015)
  - **Tally ERP-9 Certification** | BITS Information Technology, India (2016)
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## **KEY ACHIEVEMENTS**

- **Performance Award (2018–19):** Received in recognition of an excellent performance rating and consistently high accuracy in financial tasks.
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