
 Gulfjobseeker.com <i>Helping you to search best jobs & talent since 2002!</i> APPLICATION FORM - NEW REGISTRATION NOVEMBER-2014		Profile Score 	
Recent Photograph		Date <u>22/11/2014</u>	CV No <u>10/334</u>		
Profession / Specialty		<u>Accounts Assistant</u>			
Industry / Projects		<u>Accounts</u>			
Nationality		<u>Indian</u>	Place of Birth / City of Origin		<u>Vellani</u>
Gender		<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status		<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated
Religion		<u>Hindu</u>	Birth date (DD-MON-YEAR)		<u>11-04-1987</u>
Languages		Mother Tongue <u>Malayalam</u>		Other Languages <u>English, Hindi, Tamil</u>	
Qualification		<u>B.com</u>			
Gulf Experience		<u>0</u> Years <u>0</u> Months	Total Experience		<u>3</u> Years <u>0</u> Months
Gulf Driving License		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Do you have own car?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Visa Validity Date		<u>12 Dec 2014</u>	Visa Status <input checked="" type="checkbox"/> Visit <input type="checkbox"/> Employment <input type="checkbox"/> Student <input type="checkbox"/> Dependent		
Employment Status		<input checked="" type="checkbox"/> Employed back in Home Country <input type="checkbox"/> Employed in Gulf <input type="checkbox"/> Job Less-Unemployed			
Last Salary Drawn		<u>INR</u> Value <u>10K</u>	Last Salary Verified		<input type="checkbox"/> Offer Letter <input type="checkbox"/> Contract
Expected Salary		<u>AED</u> Value <u>3K</u>	Salary Increment Letter		<input type="checkbox"/> Pay Slip <input type="checkbox"/> Statement
How much notice period you will need to join new position? <input checked="" type="checkbox"/> Can Join Immediate <input type="checkbox"/> 1 Week <input type="checkbox"/> 1 Month <input type="checkbox"/>					
Do you have any kind of health condition which can hamper you to perform your duties? <input checked="" type="checkbox"/> Fit to work <input type="checkbox"/> Yes <input type="checkbox"/>					
Do you have any kind of outstanding loans / finance / credit card facilities to repay? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>					
Do you have any kind of civil or criminal cases pending against you in any courts? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>					
What is the reason for your Job Search? <u>Better exposure - international.</u>					
How many jobs you have applied so far? <u>no</u>			How many interview calls you have received so far? <u>no</u>		
What is your talent? Describe in detail. <u>Accounting skills, proficient in usage of computers.</u>					
PCL Certificate		Gulf Experience		High Academic Scores - Mark Sheet	Worked 2+ yrs with employer
Fitness Certificate		Gulf / Intl Driving License		Post Graduate & Above Education	Promoted in Previous Job
IT Literacy	<u>1</u>	Arabic Proficiency		On Job Training Certificates	Awards or Appreciation
				IELTS Proficiency	Experience Verified
Bonus Score	<u>1</u>	+ Gulf Score	<u>0</u>	+ Education Score	<u>1</u>
Based on documents verified by our HR Assistants the candidate has achieved total score points of					<u>2</u>
= Total Score					<u>4</u>

To Interview this candidate please contact Gulfjobseeker.com Office Phone No 04-3970978

CURRICULUM VITAE

Objective:-

I would like to work in a professionally challenging and comfortable atmosphere where I can expose my caliber for the benefits of the institution, which I am working for. Ready to relocate anywhere.

Educational Qualification:-

B.com from Calicut University, Kerala September 2008.

Pursuing MBA Finance ,Bharathiyar University.

Additional Qualifications-

Computerised accounting Tally.

Conversant with M S Office.

NSE certification in Financial Markets- Capital Market (Dealers Module),

Reg No :-

Work Experience:

Worked as Accounts Assistant in
from 22nd October 2013 to 5th September 2014.

- VAT Return.
- Maintain day to day books of Accounts in Tally.
- Maintain Journal Entry, Sale, purchase Entries.
- Petty Cash Maintenance.
- Voucher Preparation and Record keeping.

Worked as Accounts Assistant in _____ at Cochin
Special Economic Zone, Kakkanad, Cochin from 10th April 2011 to
31st May 2013.

- Account Maintenance (in Tally ERP 9)
- Cash Management and Preparation of Bank reconciliation statements.
- Voucher Preparation and Record keeping.

- Payroll Process.
- Arranging the payment of staff salaries through the computerized pay roll system.
- Ensuring all permanent & temporary staff are paid on time.
- Attach new employees to the computerised pay system.
- Processing Overtime Claims.
- Clerical and Administrative experience.
- Responsible for purchase orders.
- Raising of purchase orders and invoice tracking.
- Checking dispatch documents are accurate.
- Responsible for maintaining hard copy information.

ICICI BANK LTD, (I- Process Ltd) worked as Executive Operations (Sampling and Investigation) with Risk Containment Unit of ICICI BANK LTD from 04th Feb 2010 to 05th April 2011

- Compilation, Comparison, and Analysis of Location and Regional MIS.
- Primarily involved with Sampling activities of Savings and Current A/c forms
- Agency Co-ordination, Management and follow-up on daily and monthly activities.
- Creation and Maintenance of Databases on frauds and fraudsters.
- Assigning activities to Field Staff, Follow up for feedback, Communication with Bank, Monitor performance of Agency Staff.

Worked as Officer in Depository **JRG securities** Kaloor (13th Oct 2008 to 30th Jan 2010).

Job Responsibilities:-

- Taking care of Demat / Remat (Equity and Commodity), Repurchase requests received from Branches/Business Associates (checking the same, Rejection of Demat requests if not proper, defacing certificates etc...)
- Dispatching the same from HO to Registrar/Issuer maximum 3 working Days.
- Taking care in Demat related Issues.
- NSDL&CDSL Updation.
- NSDL &CDSL Backups.
- Taking the RAID & ASR Back up fortnightly basis, and as and when required in connection with NSDL DPM Up gradation.
- Installation of NSDL& CDSL Back office.
- Regular updation of anti-virus software in NSDL DPM & CDSL.
- Keeping the dial up connectivity ready always for establishing the connectivity with NSDL in case of VSAT failure. Ensuring of the functioning the same on a test basis.

Strengths: -

- Young business minded professional with flair learning.
- Proficient in usage of computers.
- Quick learning ability as well as effective analytical skills.
- Sincere and smart worker.

Interests: -

- Playing Cricket.
- Listening Music.
- Making friends.
- Visiting New Places.

Personal Details: -

Name	:	Vivek Sivan .K
Date of Birth	:	11 April 19
Nationality	:	Indian
Marital Status	:	Single
Contact Address	:	
Contact No.	:	
Email	:	
Languages Known	:	English, Hindi, Tamil and Malayalam.
Passport No	:	
Date of issue of Passport	:	13/07/2009.
Date of expiry of Passport	:	12/07/2019.

Reference:

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Declaration: -

I hereby assure that the information furnished above is true to the best of my knowledge and belief. I assure that if I am given an Opportunity. I will execute my work to the fullest satisfaction of my superiors.

PLACE : DUBAI

NB : Locally Available for Interview.