#### RESUME

**OBJECTIVE**

To join the staff and the company towards making a better future with what is available to us to find, to share, to learn and grow in the midst of unknown problems and help overcome them with mutual help and understanding.

**EXPERIENCE**

**Total work experience of over 5 years in UAE**

* Presently working as Accountant at Sh. Zayed Pvt Academy (Feb 11-Present)
* Worked as an accountant at Abu Dhabi Cable Factory, Mussaffah (Oct 09 – Apr 10)
* worked as an accountant using Tally Software and later property administrator, Arady Properties (Oct 2007 –Apr 2009)
* trained as an trainee audit assistant at KPMG, Abu Dhabi (Sep 2006 –Mar 2007)
* Had the opportunity to work as a temp. secretary to anti money laundering compliance officer at HSBC Bank, Abu Dhabi (Jul 2005 – Nov 2005)

**JOB OFFER**

* Organizing documents and data to keep record of all transactions, clients, suppliers databases.
* Making entries in system, making petty cash reimbursements, reconciling bank with books, making payments to suppliers and receipts for customers.
* Ensuring all transactions are done with proper approvals and documents needed.
* If faced with a problem, trying to solve and go ahead.
* Making official documents on a routine for operations or sales.
* Providing all kinds of valuable information at the time of need – reports& help.

##### RESUME

**EDUCATION**

* Passed exams of CMA and CFM, Inst. of Certified Management Accountants (Apr 2005)
* Secured First Class for Bachelor of Commerce from Pondicherry University in 2003 through distance education.
* Completed IATA/UFTAA International Travel Agents Programme in March, 2001
* Completed XIIth from St. Joseph’s School in Commerce Stream with commercial mathematics (1998-2000)
* Completed Xth from Sherwood Academy with distinction and obtained merits for performance in maths.

**OTHER INFO**

* Like using excel for problem solving, automating tasks, making reports.
* Like organizing space and data for efficient use.
* Languages spoken: English, Hindi, Malayalam
* Date of Birth: 1st February 1982
* Possess a valid U.A.E. driving license
* On Company visa expiring 15/03/2014
* Expected salary – AED 6000