



***Bimla***

***Dubai-UAE***

***Email:*** [bimla.183344@2freemail.com](mailto:bimla.183344@2freemail.com)

***Personal Profile***

## ***Young, hardworking, individual with good communication and organizational skills having considerable experience in computer and administration field.***

***Capable and career oriented with creative ability and analytical skill, necessary for optimum productivity and performance***

***I am now currently seeking a challenging career in UAE where I can apply to the utmost use of the many skills that I have acquired through educational and my experience.***

***Accadmic Qualification***

***J&K University***

* *Senior Secondary Certificate(10+2)*

***Computer Proficiency***

* *Diploma in Computer Application from J&K*
* *Telly*
* *MS-Office and Windows.*
* *Computer Operating.*
* *Internet & Email.*
* *MS Excel*

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| ***Employment*** |

**2005-2009 *Kaner Industries,*** *Kathua (J&k)-India*

(*Manufacturer of Electric Welding Electrodes)*

***Worked as an Accountant/ Office Assistant***

* ***Duties & Responsibilities:-***
* *Prepare journal entries*
* *General ledger operations*
* *Monthly**closings and preparation of monthly financial statements*
* *Reconcile and maintain balance sheet accounts*
* *Draw up monthly financial reports*
* *Prepare analysis of accounts as requested*
* *Assist with yearend closings*
* *Administer accounts receivable and accounts payable*
* *Assist in preparing budgets and forecasts*
* *Assist with payroll administration*
* *Book keeping*
* *Monitor and resolve bank issues including fee anomalies and check differences*
* *Account/bank reconciliations*

***Key Skills:-***

***M/S Kaner Industries (India) in 2004 for 5 year***

***In Office Assistant***

* *Attention to detail and accuracy*.
* *Ms Office, Windows XP, Internet utilities.*
* *Excellent reading, writing, presentable and communication skills*
* *Planning and organizing*
* *Communication skill*
* *Ability to work as a team player.*
* *Good learning and quick decision making skills*
* *Good system knowledge and computer skills*
* *Able to identify fraudulent documents.*
* *Fluency in English.*
* *Ability to work for long hours in stressed conditions.*
* *Problem analysis and problem-solving skills*
* *Initiative*

***Personal Details***

***Date of Birth*** : *4th March 1979*

***Gender***: *Female*

***Marital Status***: *Married*

***Language Known***: *English, Hindi, Punjabi, Dogri (Native)*

***Other***

***Passport Detail***

***Nationality*** : *Indian*

***Visa Details*** : *Residence visa (Husband Sponsorship)*

***Expatiation*** : *Expected salary will be negotiable*

***Declaration***

*I hereby declare that above information are true and all improvements because of my hard work, honest and pleasing quality and my self confidence. I promise that I must true to my work and my company to improve my career growth.*

***Bimla***