

**CURRICULUM VITAE**

**ABIJAH**

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**CAREER OBJECTIVE:**

Seeking a position to utilize my skills and abilities that offers professional growth while being resourceful, innovative and flexible.

**WORK EXPERIENCE:**

**1) NIHC**: Currently working as an ***Accountant*** for a leading Real Estate company in Abu Dhabi, UAE since 18th May, 2014.

JOB RESPONSIBILITIES:

 Preparing general ledger entries prior to approval

 Assisting in the preparation and analysis of periodic financial statements

 Reviewing accounts payable vouchers for appropriate documentation and authorization

 Providing input for suggested improvements to existing processes and procedures

 Providing relevant ad hoc data and analysis as needed by organizational members

 Assisting in the preparation and analysis of various financial measurements such as gross profit, standard cost, etc

 Controlling cash deposits, cash application to accounts receivable and reconcile accounts receivable reports to general ledger

 Assisting in special projects as required

 Maintaining the confidentiality of proprietary information

 Preparing reports, charts, graphs, and other statistical information

 Keeping updated record of Customer & Vendor Data

 Performing other related duties as assigned

***2)* Ashish Bhatt & Associates (Practising Company Secretary), Mumbai, India:** Worked for 15 Months from 28th May, 2012 to 29th September 2013 as a ***Company Secretary Intern.***

JOB RESPONSIBILITIES:

 Incorporating new Companies by filing the appropriate e-forms (DIR-3, INC-1, DIR-12, INC-22) Drafting MOA, AOA, POA etc.

 Assisting in conducting Quarterly Secretarial Audits of Client Companies (Listed & prescribed class of companies)

 Managing entire secretarial functions of maintaining Statutory records, preparation of minutes of various board, committee and General meetings, e-filing and other related works in compliance with Companies Act

 Liaison with the Regulatory Authorities viz., ROC, SEBI, Stock Exchanges, Depositories, RBI, Coordinating with external agencies legal professionals, senior advisors etc.

 Managing the processes to ensure the client companies comply with Companies Act, Legislations and regulations. Keep the Board members of the organization informed of their Legal responsibilities. Conduct of AGM or any other meeting of shareholders and maintenance of records and drafting reports for the same. Conduct Board meeting / any other meeting of the BOD, maintenance of records and drafting reports for the same.

 Attending to other secretarial matters and Legal matters of the company and other duties.

 Keeping myself abreast of Company Law, SEBI, Listing compliances, RBI Regulations & Guidelines and other related Corporate Laws.

**3) WNS Global Services Pvt. Ltd**., **Mumbai, India**: Worked in WNS Global Services Pvt. Ltd as ***Senior Customer Service Agent*** for 2 years from 7th November, 2009 to 30th November, 2011 for Avon (US)

 JOB RESPONSIBILITIES:

 Achieving Sales Target worth $75 in each day

 Taking order for products of the Client over the phone

 Having in and out information about all products

ACHIEVEMENT:

 Won the ***“Shining Star” Award*** for Outstanding Performance in Process Training

**4) Lionbridge Technologies, Mumbai, India**: Worked in Lionbridge Technologies as an ***Interpretation Co-ordinator*** for Ireland and UK, for 1 year from 1st October, 2008 to 30th September 2009

JOB RESPONSIBILITIES:

 Prime responsibilities:

 To work along with the Site Managers and Customers across UK and Ireland to manage the timely flow of all Interpretation requests from Creation to Completion, training provision to new joiners, Customer Query/Complaint Management, Recruitment, Presentations and Weekly Status Calls. Report to the “General Manager” (based in Ireland)

 Booking Freelancers (Interpreters) for language requests

 Maximum interaction with the Customers on daily basis

 Monitor and leverage Scope changes if any

 Ensure the booked resources are punctual and available for the assigned hours

 Handle escalations, Customer queries/complaints, briefing to the resources booked

 Issues if any look into the Root Causes and implement the Preventive Actions Customers:

 UK: Major and renowned hospitals across UK

 US: Major and renowned hospitals across the US

 Ireland: All sort of Courts, Solicitors, Probation Offices, Refugee Appeals Tribunal, Office of Refugee Applications Commissioner, Garda (Police) Stations, Hospitals etc.

**3) GKS Technologies, Thane, India**: Worked in GKS Technologies from 5th March, 2007 to 30th September, 2008 as ***Data Entry Officer and Accountant*** in a Partnership Firm (GKS Technologies)

JOB RESPONSIBILITIES:

 Data Entry

 Looking after the expenses and maintaining cash records

 Content Editing of various Client Websites

 Editing Advertisement

 Maintaining Business 2 Business Portals & Optimizing Websites

 Prepares asset, liability, and capital account entries by compiling and analyzing account information.

 Documents financial transactions by entering account information

 Maintains accounting controls by preparing and recommending policies and procedures

**EDUCATION QUALIFICATION:**

● Pursuing CS Final Level from ICSI

● **Company Secretary** (ICSI) – Executive Level with **60%** aggregate (1st attempt)

● **Bachelor of Commerce** in 2010 from Mumbai University with **68.85%** aggregate.

● Graduated from High School in 2007 from **Mumbai University** with **79.67%** aggregate

● SSC (10th Grade) in 2005 from **Holy Cross Convent High School** with **79.20%** aggregate.

**SOFTWARE PROFICIENCY:**

● Peachtree (Sage 50)

● Tally 9.0

● Windows 10, MS Office

● Content Editing, Search Engine Optimization

● Google Analytics, Data Entry

**EXPECTED SALARY:**

As per Industry Standards

**PERSONAL SKILLS:**

● Excellent verbal and written communication skills

● Comprehensive problem solving abilities

● Willingness to learn

● Hard worker

● Analytical, Confident, Optimistic & Dedicated

I hereby declare that all the above given information is true to the best of my knowledge and belief.