

**CURRICULAM VITAE**

**Gulfjobseeker.com CV No:** **1412388**

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**CAREER OBJECTIVE:**

A challenging position in a reputed firm where I can contribute my skills for the growth of the organization as well as getting a challenging career and professional growth while being resourceful, innovative and flexible.

**EDUCATION:**

Graduation **Bachelors in Commerce – 2005**

 Calicut University, Kerala, India

**AREAS OF EXPERTISE:**

• Data Management & Documentation • Handling Petty cash

• Pay Rolling & Attendance • Passing Accounting Entries

• Shortlisting candidates • Making Purchase requisitions

• Scheduling Interview • Sending enquiries to the suppliers

• Travel arrangement • Placing purchase order

• Handling Accounts Payable/Receivable & Cheque issuing

**PROFESSIONAL EXPERIENCE:**

* **Maico Gulf LLC - Ras Al Khaimah, UAE** (Dec 2013 – till date)

Position: **HR cum Accounts**

Key Responsibilities:-

* Performing various HR functions.
* Screening the applicant (CV) and shortlisting as per the company’s requirements**.**
* Leading initial interview and arranging interview with the respective mangers.
* Collecting and maintaining the required document of new employees and forwarding it for their visa processing.
* Joining formalities – induction and training.
* Maintaining Employee attendance and other Records.
* Setting up and maintaining employee’s personnel files.
* Passing all HR related Accounting entries.
* Booking travel tickets for employees Annual Leave, Business trips etc.
* Record keeping and filing of documents.
* Maintaining ISO documents.
* **Maxell Industries LLC - Dubai, UAE** (October 2011-November 2013)

Position: **Purchase cum Accounts**

Key Responsibilities:-

* Handle all purchase related process, like raising purchase request, purchase order & other documentation.
* Invite quotations from the short listed vendors.
* Make comparison of Quotations from minimum 3 suppliers.
* Negotiate with vendor and place order.
* Follow up with the suppliers for the material.
* GRN checking and Bill booking.
* **Tony & Tony** **Kerala, India** (March 2009 - March 2011)

Position: **Accounts Assistant**

Key Responsibilities:-

* Posting of purchase bill and sale bill.
* Creating ledger.
* Passing journal entries.
* Filing monthly returns.
* Uploading of sales and purchase.
* **ICICI Prudential Insurance Company**, **Kerala, India** (July 2006 to July 2010)

Position: **Financial Advisor**

Key Responsibilities:-

* Buying and selling securities on behalf of the clients.
* Guide clients in the gathering of information, such as insurance records, returns, income tax etc.
* Interview the client to determine their current income, insurance coverage and Tax status.
* Research and investigate available investment opportunities to determine whether the fit into financial plans.

* **Royal Regency**, **Kerala, India**. (January '08– November ’08 Part Time)

Position: **Customer care Executive**

Key Responsibilities:-

* Ensured Customer Care to the Optimum, by analyzing their issues, solving it in the first stage and take further steps to not to happen in future
* Active link between customer to various departments and maintained the good business relation to customers.
* Developing good working environment and inter personal contacts.

**PROFESSIONAL QUALIFICATION:**

 **Insurance Regulatory and Development Authority (IRDA)**

**COMPUTER SKILLS:**

* Peach Tree, Tally.
* MS Excel, MS Word, MS PowerPoint, DTP
* ERP – Orion, Facts.

**LANGUAGES KNOWN:**

* English, Hindi & Malayalam – Speak, Read and Write
* Arabic – Read & Write
* Tamil – Speak

**PERSONAL DETAILS:**

1. Date of Birth 14, May 1983.
2. Nationality / Citizen Indian.
3. Civil Status Married.
4. Visa Status Company Visa.

**Declaration**

I hereby declare that the above furnished information’s are true and correct to best of my knowledge and belief.