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Dear Sir/Madam

Sub: Job Application

I would like to apply for this vacancy, please enclose my CV for you to consider.

I have a good range of experience in Accountant / Human Resources Assistant My 1-2 years of experiences including compiling and analyzing account information; Documents financial transactions by entering account information; analyzing accounting options; meeting; co-ordination; I am highly skilled in summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement and other reports.

I work confidently and efficiently with Microsoft office, email and internet operations, I am highly skilled at formatting and improving layout of Board and Management documents and presentation.

I understand importance of all office procedure and feel sure that I can provide you with a reliable and accurate service. I am an effective team worker who can develop good working relationships with colleague and managers alike. I really feel that I can exceed the requirements of the post and I am confident that my professional knowledge and work experience make me a suitable candidate for this position.

I would be pleased to attend for interview at your convenience to allow me to discuss my experience and qualities further. For additional information please view my enclosed resume.

Thank you for your consideration

**OBJECTIVE**

To work with an Organization which provides opportunities for utilizing the skill to the maximum learning more about professional and changing aspects of the industry and improving the overall abilities of an individual and to work hard with full determination and dedication to achieve organizational as well as personal goals.

**EDUCATIONAL QUALIFICATION**

* MBA (HR & FINANCE) : Calicut University (Elijah Institute of Management studies, kerala, India)
* B B A (FINANCE) : Calicut University (Ansar Women’s College Kerala, India)
* H S C : Kerala Higher Secondary Board (M.I Higher Secondary, kerala, India)
* S S L C : Kerala Board (M.I Higher Secondary, kerala, India)

**COMPUTER SKILLS**

* Microsoft Office (Excel, Word, Power Point & Outlook)
* Photoshop

**PROFESSIONAL EXPERIENCE**

Company Name : ESAF Micro Fin and Investment Ltd (Kerala, India)

Designation : Assistant Manager (Admin / Finance)

Duration : Aug 2014 to Jan 2016

**KEY SKILLS AND COMPETENCIES**

* Professionalism and ethics.
* Governance, risk and control.
* Stakeholder relationship Management.
* Strategy and innovation.
* Leadership and management.
* Corporate reporting.
* Financial management.

**AREAS OF EXPERTISE**

Accounting
Banking
Payroll
Investment

**DUTIES AND RESPONSIBILITIES**

* Develop financial policies to ensure operational efficiency.
* Conduct periodic financial analysis to identify and resolve issues, gaps or variances.
* Manage cash controls as well as maintain book keeping up-to-date.
* Ensure maintenance of the general and subsidiary ledgers.
* Track investments and maintain relevant cash reserves.
* Ensure all expenses are within assigned project budget.
* Oversee the preparation of all financial statements, invoices, proposals, etc as required.
* Ensure account receivables and payables activities are performed accurately and timely.
* Ensure that financial transactions are properly updated and recorded.
* Manage the preparation of balance sheets, income statements, expense reports, etc.
* Ensure data integrity in all financial reporting.
* Update financial records with recent transactions and changes.
* Perform finance analysis, reporting and management tasks.
* Identify and resolve invoicing issues, accounting discrepancies and other financial related issues.

**PERSONAL DETAILS**

D.O.B : 13 Aug 1992

Marital Status : Married

Gender : Female

Languages Known : English, Malayalam, Hindi, Tamil,