**First Name of Application CV No:** **1653054**

Whatsapp Mobile: +971504753686



**Administrative / Accountant Profession**

**Profile Synopsis**

Qualified and well trained Administrative and Accountant professional with 2 years of privet jet aviation in Riyadh, Saudi Arabia and Skilled and adaptable Statistics lecturer dedicated to educating students and strong record in College level lecturing with 6 years of experiences. Recognized in past service records for being an effective team player and dedicated worker demonstrating abilities to perform under work pressure, meet tight deadlines, solve problems effectively and provide office support service to the company staff. Possess admirable qualifications that will surely contribute within any challenging work environment.

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| **Strengths** | |
| * Proven work experience in Gulf | * Administration-Customer Service expertise |
| * Keeps confidentiality of company records | * Strong customer service orientation skills |
| * Superior telephone-computer proficiency | * Lecturing with practical |
| * Ability to multitask and work independently | * Diligent and detailed-oriented individual |

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| **Experience Snapshot** | |
| **Administrative & Accountant Professional** – **Privet Jet Aviation, Saudi Arabia** | **Mar 2011–Mar 2013** |
| Private Jet aviation has been established in year of 2010 in Riyadh, Saudi Arabia. Private Jet aviation is a leading private jets charter provider company in Saudi Arabia. Company dealing with over a three thousand aircraft company around the world. Company also has branch offices in Cairo, Egypt. | |
| **Lecturer in statistics – Vidyarashmi First Grade College, India** | **Jun 2013 – Feb 2016** |
| Vidyararashmi First Grade College has been established in year of 2001 in Karnataka India. It was founded for memory Late Shintoor Narayana Rai, who was Ex-Military and Primary school teacher. It is developed for extend highereducation in rural area.  . | |
| **Lecturer in statistics – St. Philomena P U College, India** | **Jun 2008 – Mar 2011** |
| St. Philomena Pre-university college was bifurcated from St. Philomena composite college and came into existence in 2011. It was founded by the visionary very Rev. Msgr Antony Patrao in1958. It is located in Puttur, Karnataka. | |

**Domain Skills**

* Lecturing capacity of deep knowledge of statistics.
* Excellent Written and Oral Communication Skills in English
* Application of relevant topics of statistics.
* Basic knowledge of statistical analysis (SPSS, MATLAB, EXCEL).
* System Administration/Management Skills
* Provides guidance to students and coordinates with the staff.
* Establishing and communicating clear objectives for all learning activities.
* Operating knowledge about TRAACS software
* Provision of excellent customer service and be a central communication point for all travel related enquiries like arranging airline tickets, hotels and visas for customer.

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| **Proven Job Role** |

**Administrative & Accountant Professional**

* Handled administrative related works in the office
* Performed routine job including receiving, screening and routing phone calls & e-mail messages, preparing correspondences, memos, submissions and reports.
* Composed letters and other correspondence plus maintained a log of incoming and outgoing documents and retained a systematic filing system for the same.
* Making the invoice to credit companies and collect the amount.
* Answering incoming calls in a professional manner
* Maintaining suitable and sufficient office stationary levels.
* Excellent knowledge of entry of travel and tourism data.
* Preparing the ledger statement of credit companies.
* Preparing the ledger statement of supplier (Including IATA).
* Reconciliation of bank accounts.
* Reconciliation of supplier’s ledger statements.
* Cash dealing for suppliers.
* Manages telephone inquiries and provides information and details regarding Airline tickets & hotel booking
* Provides a systematic electronic entry and record of bookings and reservations
* Prepares account statements and summary of payables on a weekly basis.
* Performs all other administrative as required under the instructions of the Head of the department
* Maintenance and issue of office stationery, workspace keys, business cards etc.

**Lecturer in Statistics**

* Monitorsandevaluatestheperformanceofstudentsbygivingassignments.
* Performs Responsible for providing education on Statistics
* Provides opportunities to students to fulfill their potential for emotional, intellectual, and psychological growth
* Interacts with students and identifies issues, if any
* Ensures that the students in the College achieves academic success in accordance curriculum and guidelines of the College
* PerformsallotheradministrativeasrequiredundertheinstructionsofthePrincipal
* Making regular assessments of student attainment and progress.

**Academic Credentials**

* Master of Science in Statistics - University of Mangalore, India (2008)
* Bachelor of Science in Statistics (Mathematics and Computer science) - University of Kannur India (2005)
* Higher Secondary Course ( Science)- Kerala Education Board, India ( 2002)
* Technical High School Course - Kerala Education Board, India (2000)

**It Skills**

Proficient in Ms Office, C Language, Mat Lab and SPSS Programming

**Languages**

English – Fluent

Malayalam – Native Language

Kannada – Fluent

Arabic –Beginner

Hindi - Beginner

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| **Personal Details** | | |
| Nationality | : | Indian |
| Date of Birth | : | 25th May 1983 |
| Marital Status | : | Married |