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| F:\resume\Doc2_files\photograph.jpg **OTHER PERSONAL DETAILS**Date of birth - 03/03/1990Sex - MaleNationality - IndianMarital status - SingleLicense - UAE **Languages known** English & Malayalam | Name: **ASEEB T.A**Respected Sir,An efficient and enthusiastic team player, who proactively takes up responsibilities and works hard to meet tight deadlines, with the experience of almost 4 years in the **Administration & Accounts** field, I possess the knowledge and skillsets to discharge my duties efficiently and effectively.  I hope you will consider my application favorably and give a chance for an interview. Given an opportunity, I am sure I can reach up to your expectation. **WORK EXPERIENCE*** **2012 - 2016 :** (Abu Dhabi,UAE), **Admin & Accounts Assistant**

 **Admin Assistant - Responsibilities:*** Facility Maintenance
* Fleet Maintenance (Vehicle) including employee transportation
* Annual License & Health Insurance renewal
* Vehicle & Driver allocation
* Company accommodation maintenance and allocation
* Hotel & Air ticket booking
* Monitoring inventory, office stock and ordering supplies as required
* Collecting and processing admin related invoices
* Handling and dispatching of petty cash
* Utility bills payment and tracking
* Preparing Monthly admin report and budget report
* Maintaining Supplier Relationship

 **Accounts Assistant - Responsibilities:*** Managing petty cash transactions.
* Provide accounting and clerical support to the accounting department
* Processing Supplier invoices and payments
* Maintains accounting databases by entering data into the computer; processing backups.
* Minuting meetings/photocopying/filling and other administrative duties
* **2011 – 2012:** V-Star Creations PVT LTD (Kerala, India), **Accounts Executive**

 **Responsibilities:*** Monitoring inventory, office stock and ordering supplies as required
* Billing

 **Software awareness*** MS Office
* Tally ERP 9

**SKILL SETS**

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| --- | --- |
| * Office Management
 | * Logistics Management
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| * Event Management
 | * Office Administration
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| * Executive Support
 | * Utility Management
 |
| * Customer Relationship Management
 | * Financial Management
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**ACADEMIC DETAILS**2007 – 2010 : S.N. Arts & Science College, MG University, Kedamangalam, Kerala**“B.Com with Tourism” – (Graduation)**2008 – 2010 : NIIT Institute, North Paravoor, Kerala, India**“GNIIT”**2010 – 2011 : Jawaharlal Nehru Education & Charitable Foundations, North Paravoor, Kerala, India**“Diploma in computerized professional accounting”**2005 – 2007 : G.H.S.S, Kongropilly, Kerala, India**“Higher Secondary in Commerce”** | **+** |  |  |

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| **ASEEB Thottiparambil Aliyar – CV No 1945122**To interview this candidate, please send your company name, vacancy and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on cvcontacts@gulfjobseekers.comWe will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |