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| F:\resume\Doc2_files\photograph.jpg  **OTHER PERSONAL DETAILS**  Date of birth - 03/03/1990  Sex - Male  Nationality - Indian  Marital status - Single  License - 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**   |  |  | | --- | --- | | * Office Management | * Logistics Management | | * Event Management | * Office Administration | | * Executive Support | * Utility Management | | * Customer Relationship Management | * Financial Management |   **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.com](mailto:cvcontacts@gulfjobseekers.com)  We 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  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |