*CAREER OBJECTIVE*

A recent graduate in BBA Finance & Marketing eagerly seeking an opportunity to demonstrate acquired knowledge and skills in a practical working environment and is looking to gain valued experience by working in your esteemed organization.

*WORK EXPERIENCE*

***LYCAN EVENTS LLC in Dubai 2016***

* Worked on short assignments for various events as *Cashier, Sales & Ushering*

***SCHLUMBERGER TECHNICAL SERVICES in Dubai*** as Finance Intern (June–July 2015).

* Supported the team during their busiest time of year, helping them to meet their reporting KPIs.
* Worked for the Accounting Payable Team on Oracle and DFM systems.
* Checked invoices and submitted them to the accounting system for processing.
* Processed payments for employee expense reports.
* Reconciled vendor statements.
* Quickly responded and resolved payment queries.
* Coordinated with a range of different vendors, ‘Accenture’ and other departments to process the supplier payments on due dates.

***MODESH FUN CITY in Dubai as Promoter (July – August 2014)***

* Helped to ensure the smooth running of WWE promotion stall by supervising the X-Box gaming section of the WWE games.
* Presented various games to the public
* Delivered training to clients in console use
* Kept track of the company property
* Handled the time sheet for processing payroll of the staff

*QUALIFICATIONS*

***University of Amity, Dubai***

* Completed BBA General in Finance& Marketing in July 2016.

***Our Own English High School, Sharjah – Boys’ Branch***

* Completed the Grade 12 CBSE Exam, in Accounting, Economics, Informatics and Business Studies

*SKILLS*

* Efficient in working with MS Office
* Team player & effective communicator
* Confident, determined and curious, with good time management skills
* Highly motivated and capable of working effectively under pressure
* Efficient in interpreting & understanding data and presenting relevant information appropriately

*OTHER EXTRA-CURRICULAR ACTIVITIES*

* Gaming, Music, football, basketball and swimming

*PERSONAL DETAILS*

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| --- | --- | --- |
| Date of Birth | : | 01st June 1994 |
| Nationality | : | Indian |
| Visa Sponsorship | : | Sponsored by mother |
| Marital Status | : | Single |
| Driving License | : | Valid UAE License |
| Languages Known | : | English, Hindi, Arabic(Basic) |

*REFERENCES*

* Available on Request