**RESUME**



|  |  |  |
| --- | --- | --- |
| NAME | : | SAJI |
| ADDRESS | : | DUBAI, UAE. |
|  |  |  |
| EMAIL ID | : | [*Saji.339283@2freemail.com*](mailto:Saji.339283@2freemail.com) |

OBJECTIVE : I AM INTERESTED IN EXPANDING MY PROFESSIONAL CARRIER IN THE FIELD OF ACCOUNTING, TAXATION AND MANAGEMENT. I AM WORKING AS A FINANCE MANAGER UNDER A WELL ESTABLISHED FIRM IN UAE. DURING THIS TIME , I HAVE GAINED CONSIDEREDABLE EXPIRENCE IN THIS ROLE ,WHICH I FEEL SURELY WOULD BENEFIT ME IN THIS POSITION AT YOUR COMPANY ALLOWING ME TO MAKE AN IMMEDIATE CONTRIBUTION IN THE DAY TO DAY BUSINESS .

**PROFESSIONAL AND ACADEMIC QUALIFICATION:**

* CA FINALIST
* INTERMEDIATE PROFESSIONAL COMPETENCE COURSE IN CA-PASSED
* MCOM IN FINANCE FROM KERALA UNIVERSITY- PASSED with 2ND Class
* BCOM FROM KERALA UNIVERSITY, WITH 1st CLASS

**CAREER:**

**NAME OF THE COMPANY:** **AL SAHARA INSURANCE BROKERS LLC, DUBAI**

* **AREA OF WORK :** FINANCE MANAGER

 **STARTED** **:** 28 Jan 2016

* **DESCRIPTI**ON :

AIMS AT ASSESSING THE FINANCIAL POSITION AND PREPARING THE FINANCIAL REPORT OF THE COMPANY WITH VARIOUS ACCOUNTING TECHNIQUES & PRAKTORA TOGETHER WITH DAILY ACCOUNTING

*Saji*

*.*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **ROLES AND RESPONSIBILITY** | |
|  |  |  TO KEEP DAY TO DAY ACCOUNTING WORK | |
|  |  |  MANAGING ACCOUNTS PAYABLE & RECEIVABLE | |
|  |  |  TO ANALYSE THE FINANCIAL POSITION OF THE FIRM. | |
|  |  |  TO ACCESS THE EFFICIENCY OF THE FIRM | |
|  |  |  TO PROVIDE ASSISTANCE FOR AUDITING | |
| **ARTICLESHIP: AT CA LEVEL:** |  |  |  |
| **NAME OF THE COMPANY:** | **RAJEEV & JOSE CHARTERED ACCOUNTANTS, PATTOM, TRIVANDRUM** | | |
|  |  **AREA OF STUDY :** ACCOUNTS & AUDIT | | |
|  |  | **DURATION** | : 3 YEARS COMPLETED |
|  |  | **DESCRIPTI**ON | : |
|  |  | THE STUDY AIMS AT ASSESSING THE FINANCIAL POSITION AND | |
|  |  | PREPARING THE FINANCIAL REPORT OF THE COMPANY WITH THE | |
|  |  | VARIOUS ACCOUNTING TECHNIQUES &TALLY | |
|  |  **GUIDED BY**: CA RAJEEV A | | |
|  |  | **ROLES AND RESPONSIBILITY** | |

 TO STUDY THE FINANCIAL POSITION OF THE ORGANIZATION.

 TO ACCESS THE EFFICIENCY OF THE FIRM

 TO PROVIDE ASSISTANCE IN AUDITOR’S REPORT ON THE FIRM

**ORGANISATION STUDY DONE:**

* IN GOVERNMENT AS WELL AS NON GOVERNMENT FIRMS IN TRIVANDRUM

**TECHNICAL SKILLS** : MS-OFFICE INTERNET, TALLY.ERP9, DIFA , PRAKTORA

|  |  |  |
| --- | --- | --- |
| **PERSONAL SKILLS** | : |  |
|  |  |  HIGHLY MOTIVATED,RESULT ORIENTED |
|  |  |  CURIOUS TO EXPLORE AND LEARN NEW THINGS |
|  |  |  GOOD COMMUNICATION SKILLS AND OPTIMISTICS |
|  |  |  APPROACH DURING DIFFICULT SITUATION |
| **EXTRA CURRICULAR ACTIVITIES** | | : |
|  |  |  PARTICIPATED IN CULTURAL PROGRAMME,SPORTS & HELPAGE INDIA |
|  |  | AT SCHOOL |
| **HOBBIES & INTEREST** | **:** |  |
|  |  |  INTERACTING WITH PEOPLE & LISTENING MUSIC |
| **PERSONAL DETAILS** | : |  |
|  | |  |
| DATE OF BIRTH | : | 10/08/1991 |
| GENDER | : | FEMALE |
| BLOOD GROUP | : | B+VE |
| MARITAL STATUS: | | SINGLE |
| REFERENCE | : | AVAILABLE ON REQUEST |

**DECLARATION**

**I HERE BY DECLAIRE THAT THE INFORMATION FURNISHED ABOVE IS TRUE TO BEST OF MY KNOWLEDGE**