Sijila

[Sijila.339790@2freemail.com](mailto:Sijila.339790@2freemail.com)

***TO***

***The Manager***

***Personnel Department***

***Sir,***

***From the reliable source I understand that there is a vacancy in your company for which I would like to submit my candidature. First of all let me introduce myself with education and experience from UAE. For more details please find my CV attached herewith.***

***I would be grateful to you if you could give me a chance to attend the interview.***

***Awaiting your valued response on an optimistic note per return.***

***Thank you,***

***Enclosure: Curriculum vitae***

C u r r i c u l u m Vitae

* + - * **EDUCATIONAL QUALIFICATIONS AND COMPUTER SKILLS:**

**MBA (MASTER OF BUSINESS ADMINISTRATION) in Finance** BHARATIAR UNIVERSITY

* **BCom** passed with class from University of Calicut.
* **Schooling in Indian School CBSE (U.A.E).**
* Diploma in computerized Accounting **(Tally**), ERP & **Great Plains**.
* Ms Office, Ms Outlook.
* Adobe Photoshop.
* Secretarial skills course completed.

**My Objective is to work as an Accountant in an esteemed Organization:**

I am currently looking for a challenging position, which will make best use of existing skills & experience whilst enabling further organizational & personal development. The experience I have gained at this level, gives me the confidence to work independently and meet the expectations of my seniors.

* **PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIVEMENTS:**
* **Working as an Assistant Accountant in Pioneer House LLC, Deira Dubai. (5 months)**

E*-tran International is part of the Pioneer House Group, which was established over 25 years ago to service Markets in the UK, G.C.C and the Sub-Continent.*

**Responsibilities:**

* Posting the invoices up to date.
* Preparation of orders, sales invoice ,enquiries and other records
* Sort, index and file all records/documents, systematically
* Ensure all enquiries, correspondence, e-mails replied without any delay.
* Attending Telephone calls
* Good in processing Statements, Prepare Cheques, and Bills for payment, online banking, follow up etc on time.
* Managed Petty Cash.

* **Accountant in G-TEC EDUCATION (2 YEARS)**

*G-TEC EDUCATION is an ISO 9001:2008 Company imparting IT & ICT training with several divisions, traditional university courses coupled with international IT certifications.* **(2 Years)**

**Responsibilities:**

* Researching discrepancies and reconciling of various Accounts Via creditors, Debtors (follow up), Bank etc.
* Managed Accounts Payable, Receivable, Petty Cash.
* Passes Journal Entries for various Accounts.
* Preparation of Trial Balance and Balance sheet.
* Payment to Suppliers is done on time after sorting discrepancies.
* Supporting yearend Audit.
* Generated monthly close of financial statements.

PTO

* **Accountant cum Secretary in THOMSON MEDICAL CENTRE, Kerala (Handled Composite Role)**

*Provides comprehensive and quality health care services and education,*  **(5 months)**

**Responsibilities:**

* + - Managed petty cash, accounts receivable and payable.
    - Collected, counted and disbursed money, did basic bookkeeping and complete banking transactions.
    - Answering Phones and taking messages as necessary.
    - Planning and preparation of daily activities and maintaining appointments.
    - Customer interaction via phone and in person, including answering questions regarding services, and prompt information to inquiries.
    - General secretarial works, Scanning, Faxing, self correspondence, Register and forward incoming Faxes/Emails to the concerned persons.
    - Creates and distributes variety of reports using Ms Word, Excel etc.
    - Update files, and maintain records such as salary sheet for employees, fees collection sheets, telephone numbers, addresses, vacation schedules, attendance and timesheets, absenteeism reports, numerical logs, ledgers and client files.
    - Interacted with a wide variety of personalities while scheduling meetings/appointments.

**PERSONAL SKILLS AND INTERESTS:**

* + - I believe that **‘Learning is a continuous process'.**
    - Remarkable knowledge of accounting practices and principles.
    - Good communication, Computer proficient, Team Worker, Conceptual by nature, easygoing, Sincere & Hard working.
    - Strong grasps, esp. accounting; experienced in all phases of Accounting.
    - Always keep Time Management.
    - Strong leadership qualities: able to analyze and solve problems quickly.
    - Highly inquisitive, creative and resourceful.
    - Hobbies: Painting, Reading.

**PERSONAL INFO:**

* + - Date of Birth : 3rd January 1993.
    - Nationality : Indian (kerala)
    - Marital status : Married
    - Sex : Female
    - Languages known : English, Hindi, Malayalam, Arabic
    - **Valid UAE Residence Visa (Husband Sponsorship)**

##### DECLARATION:

I hereby declare that all the information furnished above is true and correct to the best of my knowledge & all original certificates can be produced at the time of interview.

References are more available if required.