

Contact HR Consultant for CV No: 341960

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

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**Objective: -** To seek a challenging position within a reputed organization in the field of Accounts/ Admin. To invest all my professional expertise, qualification, valuable experience to the optimum level & to lead my department in to a productive, profitable & customer service oriented function.

# Professional Experience

* Holding Master’s Degree.
* **2 years of UAE experience** as an **Administrative Office Assistant.**
* Knowledge in **Tally ERP-9, Microsoft Excel & MSOffice.**
* Ability to learn quickly and adapt to changing environments.
* Excellent team player, proactive, self motivated and independent worker.
* Capable of working under tremendous work pressure to meet with the dead Lines with the ease efficiency.

# Work Experience:

## Working as a Back office Executive in Chathurthi Chits Finance Ltd Udupi From 01/02/2016 to 28/01/2017

### Job Responsibilities:

* Administrative support for all data entry on daily basis with MS Excel.
* Bank Reconciliation Statement.
* Maintain MIS Reports in daily basis.
* Documentation and cash handling.
* Maintain All Register & File’s.
* Update the all issue of cheque care & cash care in the Excel sheet & Notebook.
* Release the payment for all type vendors by cheque & RTGS
* Petty cash Bills entry’s Updating in Day to day.
* Prepare receipt voucher and settlements.

### Al Hadeer Contracting L.L.C is an ISO Certified Partner Company of Etisalat Period 25/03/2013 to 28/04/2015

**Position as an Administrative Office Assistant – Job Profile:**

* Preparing and issuing Invoices.
* Responsible for all aspects of the day to day running of the filing, copying, report writing, and invoicing jobs.
* Filing corporate documents, records, and reports.
* Assisting the admin manager in performing the office work.
* Providing support for telecom issues originating and escalated from Help Desk.
* Establishing service levels and customer requirements by determining needs through regular interaction.
* Management of all status reports and preparing project reports for the same.

### As Technical Support Engineer

* Providing technical assistance using CBCM and FOS (New SR/Dockets, Block wiring, SR Capturing, Recapturing, Migration etc.)
* Maintaining STB details using CBCM
* Providing each and every details of a customer via CBCM
* Providing connection to the customer using PMS
* Allocation and reallocation of tasks to the technician via FOS
* Scheduling, rescheduling, changing appointments and closing of a task via FOS

### MYSORE MEDICAL PHARMACEUTICALS DISTRIBUTOR : – (01.07.2012 to15.03.2013)

**Position as a Sales Executive cum Accountant –** The jobs involves as below:

* Handling Petty Cash.
* Issuing Cash Receipt to Customers.
* Entering the receipts and payments.
* Daily Accounting (Sales, Purchase, receipts &Payments)
* Arrange to deposit daily collections to the bank.
* Inward & outward clearing of cheques.
* Working with spread sheet, sales and purchase ledgers and journals.

# Academic Qualification:

* MBA in Finance from Srinivas School of Management, Mangalore in year 2012 with ‘A’ grade.
* BBM graduate from Mangalore University in year 2010 with ‘B+’ grade.
* Higher secondary passed in year 2007 with ‘A’ grade from Department of Pre University Education, Bangalore.
* High School passed in year 2005 with ‘A’ grade from Karnataka Secondary Education Examination Board, Bangalore.

# Academic Project Undertaken:

* Project Title -“Financial Analysis and Ratio Analysis” Project Area- Finance

Company - “RAJ FISH MEAL & OIL COMPANYMALPE”

# Computer Literacy:

### Successfully completed 6month course in Manipal Institution of Computer Education.

* Ability to work with accounting software **Tally ERP-9**
* Acquainted with MS WORD, MS EXCEL, Power Point, and Internet.

**Personal Assessment:-**

Sincere, hard working, self motivated, Sociable, Dedicated and willing to work on complicated and challenging assignments.

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### DATE OF BIRTH 14.09.1989

### NATIONALITY INDIAN

### MARITAL STATUS SINGLE

### VISA STATUS VISIT (Till 25/04/2017)

**Declaration: -** I consider myself familiar with accounting & supervising aspects. I am also confident of my ability to work in a team & as a leader.

I do hereby declare that the information provided is true to the best of my knowledge.