Curriculum Vitae

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| Objective : |



Seeking a challenging and rewarding carrier in Finance/Marketing within a reputed organization. To sure a position in the administration department of effectively demonstrate my ability to serve company and ensure accomplishments of personal and team goals.

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| Personal Details : |

Name : Rekha

[Rekha.344905@2freemail.com](mailto:Rekha.344905@2freemail.com)

Visa Status : Visit Visa.

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| Educational Qualification : |

1. Holy Cross Convent English School, Amravati, Maharashtra.

2. Shri Shivaji Science College, Amravati, Maharashtra.

3. Takhatmal Shrivallabh Homeopathic Medical College, Amravati, Maharashtra.

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| Work Experience : |

1) Cozzy Trends Fashion LLC (UAE) - 2011-2015

1. Assistant Accountant/Documentation/Sales executive.
2. Manual And System Entries of Daily Accounts.

3. Typing all type of letters of credit applications (LC).

4. Reconciliation of Banks.

5. Handling Documentation like Sales Contract, Invoices, Bills Etc.

6. Maintain day to day petty cash.

7. Preparation of Monthly statements of Suppliers/Buyers.

2) Party Stop LLC (UAE) - 2011

1. Manual and System Entries of Daily Accounts.
2. Typing all type of letter of credit applications (LC).
3. Reconciliation of Banks.
4. Handling Documentation like Sales Contract, Invoices, Bills Etc.
5. Maintain day to day petty cash.
6. Preparation of Monthly statements of Suppliers/Buyers.

3) Self Employed at clinic - 1994-2011

1. Worked as an Assistant Doctor Gynecologist

2. Monitor patients’ conditions and progress and reevaluate treatments as necessary.

3. Direct and coordinate activities of staff, trainees and students.

4. Proficiency in taking medical history and physical examination.

5. Ordered various tests and analyses, to provide information on patients’ condition.

6. Maintain accurate, detailed reports and records of each patient.

7. Performed other related duties as assigned.

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| Skills : |

Computer Skills –

MS-Office Suite, Tally Accounting.

Language Skills – English, Hindi, Marathi, Sindhi.

Vocational Skills - Team Player, Effective Communicator.

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| Other Essential Information : |

Marital Status : Single

Nationality : Indian

Visa Status : Visit Visa.

Expected Salary : As per Company Scale

Reference - Can be Provided Upon Request.