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| **Strengths**   * Excellent verbal and written communication skills * Very good team managing skills * Target oriented * Ability to analyze * Quick learner * Team worker * Positive attitude * Dedicated * Self-motivated * Very good communication   and negotiation skills   * Working under deadlines and pressure  Languages Known English, Hindi, Arabic.  **Hobbies:**   * Listening Music * Playing football * Reading novels * Social networking | Career Objective  Interested to work in an institution wherein I can exploit my knowledge to the maximum and also use my inter personal and communication skill, ability to establish and maintain healthy relationship with all levels of staff, management. To do the tasks at hand in systematic manner and excel in executing the job with my analytical and problem solving skills, and work for the development of the company.  Strengths   * Good explanations skills. Dedication to work and strive for goals in life. * Good team player skills, ability to withstand pressure. * Leadership and Decision making capabilities. * Flexible to work in different environments. * Finely tuned analytical and research skills. * Good oral, written communication and presentation skills. * Well organized and proficient with details. * Fortitude, Forbearance and Patience.   Educational Qualification:   * 10th CBSE from AL-Ain Juniors School in 2012. * Graduated from Al-Ain Juniors School in 2014. * Currently pursuing B.com 3rd year. * Diploma in Financial accounts (Manual and computerized)   ComputerSkills:   * Diploma in Accounting Packages: Tally, Wings, Focus, Peachtree & Advance Excel * Operating Systems : Windows XP, 7, 8. * Office Tools. (World, Excel and PowerPoint) * Internet Surfing Knowledge. * Sound knowledge of computers.   EnviromentalInterests:   * Working with team * Working under pressure * Problem solving skills * Work challenges requiring prompt actions * Roles requiring hard work * Working with organizational chart |