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**AJIT**

**Email:** [**AJIT.354105@2freemail.com**](mailto:AJIT.354105@2freemail.com)

**PERSONAL STATEMENT**

I am sociable so gets on well with others. Extensive experience with software such as Microsoft Word, Excel and other accounting packages. With clarity of thought, can handle complex and sensitive information. Good organizer and able to work on own initiative. Polite, reliable and trustworthy.

**EDUCATION**

* Master in Business Administration (MBA)

(Finance and Marketing)

* Bachelor in Business Administration (B.B.A)
* Post Graduation Diploma in Computer Application (PGDCA)

**TECHNICAL SKILLS**

* Peachtree
* Word
* Excel
* QuickBooks
* HM Premier
* C++

**PROFESSIONAL EXPERIENCE**

* **CONSOL COMMERCIAL BROCKERS LLC( DUBAI)**

Position Held: Office Manager (July 2015- Currently Working)

* Organizing all of the administrative activities that facilitate the smooth running of an office.
* Developing and implementing new administrative systems, such as record management.
* Delegating work to staff and managing their workload and output.
* Keeps management informed by reviewing and analyzing special reports, summarizing information, identifying trends.
* Contributes to team effort by accomplishing related results as needed.
* **SEVEN STAR DIESEL TRADING LLC ( AJMAN )**

Position Held: Accountant (2012-2014)

Major Responsibility being:

* Prepare, examine and analyze accounting records, financial statements and other financial reports to access accuracy, completeness and conformance to reporting and procedural standards.
* Report to management regarding the finances of establishment.
* Prepare forms and manuals for accounting and bookkeeping personnel and direct their work activities.
* Establish tables of accounts and assign entries to proper accounts.
* Provide internal and external auditing services for businesses and individuals.
* **AMRITA UNIVERSITY ( TAMILNADU)**

Position Held: Assistant Officer (Controller of Examination Dept) (2011-2012)

Major Responsibility being:

* Preparing statutory accounts.
* Maintaining accurate spreadsheets.
* Develops administrative staffs by providing information and educational opportunities.
* **SR PAI & Co. Chartered Accountants( INDIA )**

Position Held: Trainee (2010-2011)

Major Responsibilities being:

* Preparing accurate daily reports and verify reports made by others.
* Compile reports on monthly basis.
* Put together balance sheet schedules each month.
* Maintain account of returned cheque.
* Reconciling finance accounts.

**COMPETENCIES DETAILS**

* Experience of working with and handling confidential data.
* Able to maintain high standards of work and meet deadlines.
* Can accurately enter sensitive computer data and update manual records.

**PERSONAL DETAILS**

* Nationality : Indian
* Date of Birth: 27th Oct 1987
* Marital Status : Married
* Visa Status : Office Manager
* Driving License: Valid UAE Driving License.
* Language Known: English, Hindi, Malayalam & Tamil
* Residence : Sharjha
* Visa Status: Expiry July 20th 2017

I hereby declare that, the above information furnished is true to the best of my knowledge and belief.