89

Richard

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1st Jan 1994, India

**Job Experience**

Amirah Building Materials LLC

**Accounts & Admin Assistant -** Dubai, UAE – 14/11/2015 – 05/12/2016

**About me**

Accounts & Admin Assistant with over 1 year accounts administration experience in UAE, both technically focused and Company orientated. I am looking for a career that is both challenging and reward.

**Work as part of a team in a busy office environment processing, cleaning and then imputing data. Accurately entering the business names, addresses and financial details of on businesses and individual and maintained office’s accounts.**

***Duties:***

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| * Making TT for internal transfer or outstanding payments. |
| * Making cheques for buyers. |
| * Maintain office accounts and details. |
| * Bank Reconciliation. |
| * Handle petty cash. |
| * Bookkeeping. |
| * Assisting with monthly – yearly reports. |
| * Provide supporting documentation for audit. |
| * Making voucher entries in ERP. |
| * Updating data accurately into computerized databases & excel spreadsheets. |
| * Maintain accounts, receivable, customer’s files and boxes containing paper records. |
| * Arranging files in systematic for audit. |

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**Career objective**

Seeking a position for Administration / Accounts in a growth-oriented company that allows me to, display my potential and experience for the advancement of the organization. Looking forward to, an opportunity to serve the organization to the best of their interest by providing all the dedication and hard work to achieve the result.

**Academic Qualification**

**DECE –** Elumalai polytechnic college (2009-2012)

**HSC –** Thamizh thendral thiru vi ka high school (2000 - 2009)

Sherine Overseas Education

**Office Admin** - Pondicherry – 11/11/2014 – 15/05/2015

**Work as an office admin. Working as part of a team and supporting the office manager.**

**Extra Qualification**

Basic Accounts & Tally ERP 9

**Key Skills And Competencies**

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| * Excellent knowledge in Tally ERP. |
| * Good knowledge in MS word and MS excel. |
| * Good knowledge in ERP. |
| * Positive working attitude. |
| * Able to work fast and also accurately. |
| * Experience of using a scanner and working with TIFF image. |
| * Enthusiastic, flexible and capable of working on own initiative. |
| * An ability to work to deadlines whilst ensuring accuracy and efficiency. |
| * Capable of working in a manner conductive with the production of high quality data. |

**Personal details**

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| Nationality : | Indian |
| Hobbies : | Listening to music  Reading (Books & Current affairs) |
| Languages : | Tamil (Read, Write, Speak)  English (Read, Write, Speak) |
| Visa Type : | Visit visa |
| Visa expiry : | June 30th 2017 |
|  |  |
| Status : | Single |

***Duties:***

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| * Maintain office accounts. |
| * Arrange office’s requirements. |
| * Maintain office records. |
| * Get attested to the customer’s certificates. |
| * Recording and updating office databases. |
| * Purchasing the office’s requirement items. |

Fine tech technologies

**Service engineer** – Pondicherry – 15/03/2013 – 10/04/2014

**Work as a service engineer and admin of an office. I was maintained office’s accounts and bank accounts by tally. Responsible for the day-to-day tasks and administrative duties of the office including covering the reception area**.

***Duties:***

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| * Providing support to the company through both administrative and clerical duties. |
| * Maintaining the office’s stationary, catering supplies and IT equipment. |
| * Purchasing the work stuffs. |
| * Attend the complaints in customer place. |
| * Logging information on internal systems. |
| * Gathering useful and important information by phone, letter and email or in person. |

**Training Program**

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| * Undergone in-plant training in radio communication at “ALL INDIA RADIO”, Pondicherry. |
| * Undergone in-plant training in “LENOVO”, Pondicherry. |
| * Undergone in-plant training in “VI MICROSYSTEM”, Chennai. |

**Declaration**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.