**RESUME**

|  |
| --- |
| E:\RAJA\262[1].jpg |

**SAHAYA RAJ**

*E-mail*: [**SAHAYARAJ.373863@2freemail.com**](mailto:SAHAYARAJ.373863@2freemail.com)

Dubai, United Arab Emirates

Visa status: Visit visa

CAREER OBJECTIVE

Seeking a position in **Accounts & Finance** with a reputed organization where I can perform to the best of my abilities and my skills for the benefit of the organization.

**CAREER HISTORY:**

* **MBA** in Finance and hr graduated with **2.5 years professional** experience in field of financein India.
* Account Assistant, in RAJWEST POWER LTD,in India
* An adaptable, lateral thinker and quick learner who has extensive knowledge of accounts payable, receivable procedures and general accounting processes.
* Account Assistant

**ROLES AND RESPONSIBILITIES:**

* Dealing with accounts payable and receivable.
* Report to Chief Accountant by preparing monthly financial performance statements.
* Handling telephone inquiries relating to accounts payable issues.
* Invoice processing for payment.
* Prepare the Sales Invoice
* Finalize Trial Balance with supporting schedules.
* Prepare Payroll and Management Information Reports.
* Reconciliation of bank statement.
* Manage the day to day financial transactions of the company.
* Monitoring and recording company expenses.
* Assisting in the finalization of accounts.
* Compiling management reports and assisting with audits.
* Manage the Invoice generation Operation & Credit Control.
* Entering Supplier Invoices into the accounting system.

**KEY SKILLS AND COMPETENCIES**

* Microsoft Office skills; proficient in Excel, and Tally ERP.
* Computing, classifying, and recording numerical data to keep financial records.
* Ability to multitask and prioritize daily requirements.
* Excellent analytical, reconciliation and overall troubleshooting skills.

**ACADEMIC QUALIFICATION**

* **MBA** (HR & FINANCE) –Maamallan Institute of Technology, India in 2014
* **BBM** (MANAGEMENT) – Scott Christian College, India in 2012

**CERTIFIED COURSE**

* Tally ERP
* Ms-Office-Excel

**PERSONAL DETAILS**

DOB : 13/05/1991

Nationality : Indian

Marital status : Single

Languages : English, Tamil & Malayalam

Visa Status : visiting visa (Till Jan 13, 2018)

**DECLARATION**

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

Date: **Signature,**

Place: Dubai