**SADHIK,​** B.Com, MBA.,(**Residing at UAE**) 

***E-mail****-* **SADHIK.374498@2freemail.com**

**Total Experience - 3 years**

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**Objective: ​**Seeking a challenging position in your esteemed organization where my technicalliaison and coordination skills can be effectively utilized to improve operations and contribute to the company’s growth.

**Personal Skills:**

* Good verbal and written communication skills
* Ability to work hard
* Ability to build motivation
* Creative & self-confident
* Positive approach thinking

**WORK EXPERIENCE:**

**Company: Faham International FZE, Jebel Ali, Dubai, UAE**

**Experience: From 03rd Oct 2015 – 03rd May 2017.**

* Project Organizing.
* Administration.
* Invoice Preparation, Orders issue for Production.
* Weekly Production Reports & Supervising.
* Conduct Weekly Meeting about Production.
* Arrange Shipments.
* Stock Report Maintain.

**Job Designation: Accountant cum Administration In Charge.**

Company: **​Kartik Homes Construction Company​**.Chennai

Experience: From 08**​**th**​**Aug 2014 – 12**​**th**​**Sep 2015.

➢ Managing Accounts.

* Supervising & Motivate Employees to do Work Efficiently.

**Job Designation: Accountant & Supervising.**

**Educational Qualification:**

* **Master of Business Administration at** Indra Ganesan College of Engg in the year 2014 **(CGPA -6.78%)**
* **Bachelor of Commerce​** at Jamal Mohammed College in the year 2012 **(CGPA -6.10%)**
* Passed Higher Secondary from Bishop Heber School, Trichy in 2009 **(CGPA -68%)**
* Passed SSLC from Bishop Heber School Trichy in the year 2007 **(CGPA -68%)**

**SOFT SKILLS:**

* Basic in computers.
* Operating systems.
* MS-Office.
* Basis in Tally.

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| **Personal Details:** |  |
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| Date Of Birth : 24.06.1992 |
| Sex | : Male |
| Marital Status | : Single |
| Nationality | : Indian |
| Language | : English & Tamil. Understanding Hindi |
| Hobbies | : Listening Music, Football. |

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| **Passport Details:** |  |
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| **Date of Issue** | **: 12.08.2015** |
| **Date of Expiry** | **: 11.08.2025** |
| **Place of Issue** | **: Trichy.** |

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**DECLARATION :**

The above mentioned information is true and correct to the best of my knowledge and belief. If I am selected and given a chance to serve in your esteemed organization, I shall prove my best and ability to the entire satisfaction of my superiors.