**PASSION**



**SANDEEP**

**Personal Profile**

DOB: 14/05/1984

Gender : Male

Nationality: Indian

Marital Status: Single

**Contact Details**

[Sandeep.381765@2freemail.com](mailto:Sandeep.381765@2freemail.com)

**Languages Known**

English, Hindi, Malayalam

& Tamil

**Passport Details**

Date of Issue: 13/08/2009

Date of Expiry: 12/08/2019

Place of Issue :Trivandrum

**Visa Status**

**Employment visa**

**Transferable**

Enthusiastically seeking a challenging and leading position in a demanding and task oriented organization, which would allow me to utilize my skills and capabilities in a strategic, innovative and analytical way.

**PROFESSIONAL ACHIEVEMENTS**

MBA(hrm) stream from BharathiyarUniversity 2018(result waiting)

MCOM (finance) steam from Mahatma Gandhi University.2010 MBA (Finance & Marketing) Mahatma GandhiUniversity.2008

BCOM (Computer Application in Business) MG University.2005

**TECHNICAL SKILLS**

Diploma in Computer Science &Engineering (2yrs-com)

Certificate in Tax practioner.

Diploma in Financial Accounting (MS Office+Tally certification.)

Certificate in Peach Tree Accounting (Grade’A')

Certificate in Office Assistant Course.(OAC) (Grade 'A')

**PROFILE IN BRIEF**

Project Trainings from NTPC & IRE LTD, the top central govt. companies.

* 6 months Tax practioner training.
* Result oriented and self starter with experience.
* Learn quickly and able to work under pressure.
* Energetic & self-motivated with a high degree of commitment to the job assigned.
* Able to deal the persons diplomatically**.**

**EMPLOYMENT HISTORY IN UAE**

AL Razouki Intl Exchange is the one of the leading exchange in UAE. Mainly dealing Bank transfer , money transfer sending and receiving ,Forex ,Salary payroll,, Mobile recharging ,Credit card payment ,etc.

5 year and 10 months more than experience in ARIECO handling different role viz, (15 sept 2012 onwards )

* Preparation of various accounts ie. making cash sheet , tally various MT product, arranging cash in transist .
* Doing supervisory level work for the branch**.**
* Marketing and convincing different product of the company ,
* As a main cashier handling various nations currencies buy and sell in bulk and small . preparation of salary payroll of different companies
* While HO , in accounts department handle money product reconciliation, money accounts of branches etc product, complaints ,funding of various money product, dealing INR rate with branches, general
* Ensuring and providing best customer services
* Best performance award from MCB bank & six times from eztop

**DECLARATION**

I hereby declare that above mentioned are true and correct to the best of my knowledge and belief.