**MICHAEL**

Accounts& Administration

**E mail** : [Michael.381954@2freemail.com](mailto:Michael.381954@2freemail.com)

**Location**: Dubai, UAE.

**CAREER OBJECTIVE:**

Office Accounts and Administration related career progression in the pursuit of a challenging and rewarding employment opportunity where my professional experience and academic achievements are recognized and utilized.

**WORK EXPERIENCE (INDIA)**

**Working as an Assistant Manager at Prudent brokers Ltd, Bangalore from 2017 to 2018 .**

**DUTIES / RESPONSIBILITIES**

* Service through relationship management
* Engage with customers to provide quick response to customer queries, provide customer service
* Act as a single point advisor for customers in their allocated book of relation
* Assist in direct customer service policy holders complaint resolution
* Ensure retention of customers allocated book of relations
* Identify financial goals of customers and providing financial planning assistant
* To gain customer confidence by building relation and manage their complete insurance/financial portfolio

**GULF**

**Working as Account Assistant M/s. Pacific Printing L.L.C. Dubai, and U.A.E. from 2014 to 2016.**

**Job Title: Account Assistant**

**DUTIES / RESPONSIBILITIES**

* Have handled both **Accounts Receivables** & **Accounts Payables**.
* Preparation of Credit Note to various suppliers and Customers
* Updating petty cash payment and summary of the company.
* Month end reports to various Suppliers and customers pending payment follow up.
* Attending meeting with suppliers for process improvement.
* Month end Journal Voucher for P&L reconciliation
* Payment for the day today expenses of the company and generating report with ERP and sending to Manager every day.
* Assisting manager for Month end reconciliation and report accordingly.
* Maintaining and manage all [accounting](http://www.olx.in/q/accounting/c-254) records including source documents.
* Petty cash handling & other Administration works as required by the department.

**WORK EXPERIENCE: (INDIA)**

**Company Name: Derik Monfils Pvt Ltd. India**

**Job Title: Administration Assistant (2012-2014)**

**DUTIES / RESPONSIBILITIES**

* Provide full secretarial and admin support to the Admin team to ensure the smooth running of the operations.
* Develop and maintain document control records for the project team and operations.
* Maintain a proper and user friendly filing and document control system for recording and tracking of all documents.
* Handling and preparing the routine correspondence for the Projects.
* Preparation and follow-ups for various authorities’ applications / submissions.
* Support the project staffs in daily admin roles.
* Distribution of incoming / outgoing hardcopy correspondence, filing and scanning of the same in accordance with our filing structure and procedure.
* Receiving and sending emails.
* Handling all operation of Office equipment’s like Fax, photocopier, etc.

**Strengths:**

* Ability to work under pressure and meet organizational goals.
* Can handle independently all official works
* Well knowledge in use of Internet browsing and E-mail.
* Holding excellent communication and interpersonal skills
* Ability to be a good team player and display adequate leadership qualities.

**Educational Qualification:**

* PG Degree: MBA-Finance & Marketing from St Mary’s school of Management Studies, University of Madras, Chennai, India (2010-2012)
* UG Degree: BBA from St Xavier’s College, Tirunelveli, India (2007-2010)

**Personal Profile:**

* Nationality : Indian
* Date of Birth : 24-07-1990
* Marital Status : Married
* Languages known : Tamil, English, Malayalam, Hindi.
* Reference : If Necessary will be given