*CURRICULUM VITAE Sankar*

Emal: [sankar-397020@gulfjobseeker.com](mailto:sankar-397020@gulfjobseeker.com)

# PIC

# Talented and accomplished Accountant Assistant with extensive experience in correlated Fields.

***CAREER OBJECTIVE:***

* To obtain a responsible position within the services field where I can entirely utilizes my education and familiarity while contributing to achieve organizational goals.

***ACADEMIC QUALIFICATION:***

* **Master Degree of Business Economics - M.A -** from Madurai Kamarajar University,

**India** in 2002 - 2004.

* **Bachelor Degree of Business Economics –BBE-** from Madurai Kamarajar University, **India** in 1999 - 2002.
* **Post Graduate Degree in Computer Application –PGDCA –** from KaraikudiAlagappa University, **India** in 2003 - 2004.
* **Advance Diploma in Computer Hardware Networking –ADCHN -** from Sikkim Manipal University, **India** in 2005.

## Professional Experience skills in U.A.E

* Responsible for Accounting in Documents Invoice controller managing the project.
* Preparation invoices are correctly posted, in accordance with company’s norms.
* Maintain & manage all important documents for parties.
* Handling petty cash payment & all expenditure Related to the employees as a cashier& Sales quote& Pre Delivery Index (PDI) report making in ERP software
* Clerical works, salary payable to workers & Handling bank related Work.
* Payment follow up & cheque collection from the customers.

## Professional Experience skills in AFRICA

* Preparation of sales invoice, enter data into computer invoicing system.
* Accounting payable, receivable processing & handing petty cash
* All bank transaction maintenance in sage 100 commercial software.
* Sales Supporting & organize to delivers the goods, cheque collection from the customers.
* Book keeping records, financial transactions, report statement to manager.

## Working 6 years Experience in UAE (Rak, Ajman, Dubai & Abu Dhabi)

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| **S.No.** | **COMPANY NAME** | **ROLE** | **YEAR** |
| 1 | **PRIME BUILDERS CONTRACTING.CO.LLC-PBCC –(RAK)** | Account Assist.  (In Head Office)  Ras Al Khaimmah (RAK) - UAE | Nov 2008 to May’2012- (3.6 yrs) | |
| 2 | **GOLDEN DOLPHINS HOTEL AMENITIES – Ajman,UAE** | Accountant cum Secretary-Ajman- UAE | Sep’12 to OCT’2013 (1 yrs) | |
| 3 | **AL FARIS EQUIPMENTS RENTALS L.L.C- in Abu Dhabi & Jebel Ali in U.A.E** | Accounts Assist. Cum Sales, Operation Dept Support – Abu Dhabi & Dubai - UAE | Dec ’2013 to Aprl’2016 ( 2 Yrs) | |

## Working 2 years Experience in west Central Africa (malabo, guinea Equatorial)

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| 1 |  | Accountant Assist. Cum Cashier, Sales Support MALABO,GE West Africa | AUG ’2017 to AUG’2019 ( 2 Yrs) |

## Computer Skills:

Windows OS, MS Office (Word, Excel, and PowerPoint) Tally, Web tools & Hardware Networking.

**TALLY ERP-9 System ACCOUNTING PACKAGE AND SAGE100 COMMERCIAL**

**Personal Details:**

* Date of Birth:14-01-1981
* Nationality : Indian
* Languages : English, Hindi, Spanish, Tamil & Malayalam.
* Employment Status: Full time
* Relationship status: Married
* National Driving license-India.

**Notice Period: Join Immediately**

**Yours Sincerely,**

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## (SANKAR)