

**SREEKALA**

**I am an energetic and ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. As a postgraduate with 9 years of work experience in Accounts and Administration in United Arab Emirates. Seeking job in ACCOUNTS/ADMINISTRATION.**

**Strengths & Professional Profile**

**Patience, Perseverance, Positive attitude, Hard‐work**

**Key Performance Areas:**

**Accounts:**

Invoicing and Data entry (Typing speed 40 wpm)

Prepare and Submission of UAE VAT .

Accounts Receivables and Payables.

Bank Reconciliation and General Ledger.

Assisting Audit works.

Excellent experience in TALLY ERP 9

**Administration:**

Managing correspondence, Prepare all documents. quotations, letters, concentrating email enquiries and replying, attending phone calls, developing and maintaining filing systems, Sales Co‐ ordination , organizing meetings, scheduling appointments and all other administrative works.

**IT Skills**

Outlook , MS office – Excellent experience in Word , Excel, Power point.

Accounting Soft Ware : Tally ERP 9.

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**Career Profile**

**Work Experience in Accounts & Administration** in **United Arab Emirates.**

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**ORGANIZATION** Designation Period

**: (Transformer Manufacturing Company)**

: Accountant

: 2018 January – 2020 January

Job Responsibilities

: Prepare Invoice & Data Entry, Bank Reconciliation,

Account Receivables & Payables, Payment Follow Up,

Prepare and Submission of VAT, Assisting Audit Works.

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**ORGANIZATION** Designation Period

**: EXCEL GRAPHICS PRINTING PRESS LLC, DUBAI, UAE.**

**(Printing & Advertising)**

: Accountant and Office Administrator

: 2013 December ‐ 2017 December.

Job Responsibilities

: Accounts & Administration, Sales coordination,

Supervision of production department.

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|  **ORGANIZATION** | **: MAJESTIC ADVERTISING, DUBAI, UAE.** | |
|  |  | **(Printing & Advertising)** |
| Designation | : Accountant and Office Administrator | |
| Period | : | 2010 October ‐ 2013 October |
| Job Responsibilities | : | Accounts & Administration, Sales and Purchase Department, |

**WORK EXPERIENCE IN INDIA**

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| --- | --- | --- | --- |
|  **ORGANIZATION** | **: A.G.Raju Associates, Chartered Accountants, Kerala India** | | |
| Period | : | 1997 to 2010 | |
| Designation | : | **Accounts Assistant** |  |

**Job Responsibilities : Accounts and assisting auditors for finalization of Audit.**

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**Education**

Masters Degree in Economics from Mahatma Gandhi University, India

**Technical Qualification**

Diploma in Computer Application

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|  |  | **Languages Known** |
|  |  |  |
|  | English, Hindi, Malayalam |  |
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|  |  | **Personal Information** |
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|  | Nationality | : : India |
|  | Marital Status | : : Married |
|  | Visa Status | : : **Family Visa** |
|  | Joining | : : **Immediate** |

Email: [sreekala-397096@gulfjobseeker.com](mailto:sreekala-397096@gulfjobseeker.com)

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

Declaration

I hereby declare that all the above statements are true and correct to the best of my knowledge and belief. If given a chance to serve under your control I am assuring that I shall discharge my duties to the fullest satisfaction to my superiors.

Sreekala

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