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Admin cum Accounts



SHEEBA

Whatsapp No : +971 504 75 36 86

Email ID :- sheeba-399010@2freemail.com

**Career Summary :**

* Experience of managing complex administrative and clerical activities of organizational settings.
* Proficient with business English, punctuation, spelling, and grammar.
* Excellent coordination, supervisory, and communication skills.
* Experience of managing complex administrative, good typing speed with 40 wpm and manage office operations.
* Ability to maintain high level of confidentiality and manage office operations.
* Skilled in maintaining records and supervising functions of other departments.
* An analytical and honest professional with 5 years of work experience in Dubai and expert knowledge in Tally, Account Data & other Statutory Accounts.
* Expert in interacting with other group companies for accounts purposes.
* Proficient in team member, determined & quick learner with good interpersonal skill.

**Key Responsibilities :**

* Composing letters, emails, answering telephone, taking and distributing messages, and overseeing incoming and outgoing mail.
* Participating in meetings, taking minutes, and preparing summary.
* Handled clerical, secretarial, and organizational tasks.
* Assisted in hiring, training, and performance tracking of employees.
* Coordinating with the dealers, Suppliers and vendors for contract of technical services.
* Maintain books of accounts in Tally and Preparation of Tax Invoices, Delivery Note, Vouchers, Purchase, Sales Order and Agency Payment.
* Enter posting of purchase, sales, payment, receipt collection & journal voucher.
* Maintain petty cash book, day to day cash & bank transactions.
* Verification of Petty cash bills & General expenses, Bank, Debtors
	+ Creditors Reconciliation.
* Preparing outstanding list of Debtor & making Payment follow-up.

**Work Experience:**

➢ **Proactive** **Excel Safety Consultancy,** **Dubai as** **Admin**

**Officer cum Accountant from January 2019 to December 2019.**

* **Focus Home Care Services LLC, Dubai as Admin. Secretary cum Assistant Accountant** from June 2017 to January 2019.
* **Eurotech Gas Services L.L.C, Dubai as Admin coordinator cum Accounting Assistant** from June 2015 to May 30th 2017.
* **MIOT Hospitals Ltd, Chennai** as **Secretary** and **General Admin** from May 2007 to January 2014.
* **AUE Motors Ltd, Chennai** in **Administration** as **Accountant cum Office Manager** from June 2002 to April 2006.

**Education Background:**

* PGDCA graduate from Annamalai University in year 2004.
* Master of Commerce graduate from Annamalai University in year 2002.
* Bachelor of Commerce graduate from Bharathidasan University in year 1993.
* Diploma in Computer applications 2016.

**Professional Skills:**

* Knowledge of Tally 9 ERP.
* Knowledge of Ms-Office, MS Excel, MS Word, Internet Operations & E-mail handling.
* Expert Knowledge in computer related operations.
* Windows XP, Vista, Windows 7.

**Personal Qualities**

* Excellent communication skills.
* Hardworking.
* Positive attitude.
* Excellent team player.

|  |  |  |
| --- | --- | --- |
| **Personal Details:** |  |  |
| Date of birth | : | 16.06.1972 |
| Languages known | : | English, Tamil, Hindi, and Malayalam. |

**Declaration:**

I hereby declare that the particulars mentioned above are true and trustworthy.

(Sheeba)