

Objective



Work Experience

REJI

Accounts | Commerce Graduate | Tally

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Pursuing, a career with an organization which will provide me an opportuni-ty to contribute efficiently towards achieving the organisational objectives, at the same time open up avenues for professional growth.

Ajman-based Company

Administration & Documentation Officer Period: Nov 2019 - Till Date

* Maintaining Accounts in Tally
* Co-ordinate with production department for managing stock
* File management
* Export documentation

AeroModern Shipping Services LLC, (Bur Dubai, UAE) Customer service and Documentation Officer Period : Feb 2015 - Aug 2016

* + Co-ordinating with customer
	+ Booking shipping containers
* Arranging Transportation
	+ Preparation of Export documents

Global Indian International School aka Ambassador School, Dubai,

UAE

Accounts Assistant

Period : Nov 2013 - Nov 2014

* Working School ERP- Paradigm
* Petty Cash
* fee collection
* Cheque verification and deposit to bank
* payroll
* Prepare Reciept and Payment Voucher.

Skyline Books, kerala , India

Accounts

Period : June 2010 - July 2012



Academics



Computer Proficiency



Skills



Languages Known



Personal Details



Declaration

Commerce Graduate

Kerala University, 2005-2008

Score : 56%

BTEC HNC Hospitality and Travel Management

FrankFinn Institute

2008-2010

Plus Two : Score : 76%

SSLC : Score : 70%

Tally

Completed the course on Tally

Quick Books

Familiar with Quick Books Accounting Software

Office 2003, 2007, 2010

Good Knowledge in all the versions of Word, Excel, Power point & Outlook

Internet & Emails

Well versed with the usage of Emails & Internet

Windows OS

Well aware of Windows XP to Windows 7 Operarting Systems

Typing Skills

Good Typing Skills

Good written and verbal presentation skills Able to get along well with team members

Willing to try new things & interested in improving efficiency on assigned tasks.

Fast Learner

Willingness to take up challenging tasks

|  |  |  |
| --- | --- | --- |
| English | : | Read, Write, Speak |
| Hindi | : | Read, Write, Speak |
| Malayalam | : | Read, Write Speak |
| Tamil | : | Can Speak |
| DOB | : | 20.05.1988 |
| Sex | : | Female |
| Marital Status | : | Married |
| Visa | : | Spouse Visa |

I hereby declare that the information given above and in any documents attached or requested in relation to this declaration is to the best of my knowledge true, correct and complete in every respect.

Regards,

Reji