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***Vision :***

 ***To increase the value and maximize profit by improving the operational efficiencies and maximum utilization for the available resources.***

***Keys for Success:***

* ***Integrity***
* ***Ethics***
* ***Leadership***
* ***Teamwork***
* ***Continuous Improvement***
* ***Recognition***
* ***Communication***

***CAREER OBJECTIVE :***

|  |
| --- |
| ***To find a challenging position to meet my competencies, capabilities, skills, education and experience.*** |

***PERSONAL INFORMATION***

|  |  |
| --- | --- |
| *Nationality* : |  *INDIAN* |
| *Resident of* : |  ***DUBAI , U.A.E*** |
| *Birth date* : |  ***26.06.1961*** |
| *Place of Birth* :*Place of Issue* : *Date of Issue* :*Date of Expiry* :*Visa Status* : *Visa Expiry Date* :*Gender* :*Marital Status* :*No.of dependants* :  |  ***SINGAPORE*** ***Dubai*** ***12.06. 2008******11.06.2018******Employment******20.08.2015******MALE******Married******1*** |
|  |  |
|  |  |

***PROFESSIONAL EXPERIENCE***

|  |  |
| --- | --- |
| *June 2007 -**present* | *ACCOUNTANT/CASHIER**EUROPCAR.**DUBAI RENT A CAR LLC.**DUBAI.* |
|  | 1. *Distribution of petty cash nearly 80-100 nos.daily.*
 |
|  |  *2.Closing of petty cash on daily basis.*  |
|  | *3. Preparing and request of cash.* |
|  | *4.Issue of cash (IOU) for official purpose and settlement of IOU.* |
|  | *5. Doing Bank Reconciliation work.* |
|  | *6. Receivables / Payables etc.,* |
| *(Software used Armada and Orion)* |
| *1993 - 2006* | ***Sree Vinayaka Agencies****Attingal , Trivandrum, Kerala, India.* |
|  | *Distribution of Industrial and* *Medical Oxygen, Nitrogen, Co2**At Trivandrum and Kollam Dist. Kerala State.* |
| *1990 – 1993*  | ***Hyatt Regency & Galleria.***  ***Dubai***  |
| *Position* | *Assistant Accountant* |
|  | *1.Collection of daily Check-in , Check-out of clients at Galleria*  |
| *2.Inventory Control.* |
| *3.Collection of cash and deposit at NBD* |
| *4.Collection of details from different outlets during check-out., etc* |

***Education***

|  |  |
| --- | --- |
| *1981 – 1983* | *B.Com (Bachelor of Commerce)**Optional – Cost Accounting and Co-operation*  |
| *1983 - 1985* | *M.Com (Completed)* |
| *Other Qualifications* | *Computer Software’s : MS-Windows, MS-Excel, MS-Word* |
|  | *Unix Operating system, Word Perfect, Tally., etc* |

***Languages***

|  |  |
| --- | --- |
| *Language* | *Level* |
| *1.English* | *Expert* |
| *2.Hindi* | *Good* |
| *3.Tamil* | *Good* |
| *4.Malayalam* | *Expert* |

***Declaration:***

***I hereby declare that all the above given information are true and correct to the best of my knowledge and belief.***