#  unnamed

**Sheeja**

**E-mail:** sheeja.341774@2freemail.com

# OBJECTIVE:

To secure a permanent or temporary position in administration or customer service at a reputed firm and thereby utilize my experience in versatile office management skills with strong interpersonal and organizational skills

# CAREER PROFILE:

* + Energetic and reliable skilled at working with diverse group of people
	+ 7years of rich experience gained within diversified industries within Dubai and India
	+ Proven expertise in A/P, A/R, Petty cash management and reconciliation
	+ Strong organization, communications and relationship building skills
	+ Handled multi task on several assignments and meet strict deadlines
	+ Well experienced in administration and finance.
	+ Strong background in customer service. Proven ability to satisfy customers which are in need for customer support.
	+ Has attended reputable seminars including Personal development and communication skills.
	+ Have the ability to execute programs using limited resources. Problem Solving, leadership and communication skills are some of the qualities developed from my experiences from my previous work.

# JOB EXPERIENCE:

**Home tutor from 2003 till date**

Proved ability in teaching all subjects from **grade 1 to 10**

**Accounts Assistant**

**Silvertech, Jafza, Dubai**

Nov 2000 – June 2002

* Support and backup Finance department, accountant and management team by completing routine clerical and accounting tasks.
* Petty cash managing, Purchase receivable, payable etc.
* Accounting of telephone bills and making related reports
* Providing weekly and monthly reports
* Handled a broad scope of internal process encompassing the daily management of billings, collections, reconciliation and month end closings with a main focus on accounts receivable.
* Scheduling monthly and quarterly meetings for Finance Controller
* Handled major processes in the financial department in dealings with cheque, customer payment follow ups, Cancellations, Amendments etc.

**Secretary /Admin officer**

**GERMNISCHER LLOYD, DUBAI**

**June 1999 – Oct 2000**

* Handling all Administration, Accounting and Secretarial works
* Responsible for handling financial transactions including invoicing, A/P and A/R
* Provided assistance to Director in letter drafting and all office dealings
* Assisted the team leader on preparing the reports, data entry of forms etc.

**Secretary /Accounts Assistant**

**Oman Abrasives, Dubai**

**Dec1996 -Mar1998**

* Handled the most of the administrative and secretarial works
* Handled all office correspondence utilizing my professional skill in MS Word, Excel
* Prepared daily Sales and Financial report in excel
* Assisted the Sales department in office works
* Executed all other secretarial works

**Administration Executive**

**SONY Service, Madonna Electronics, Kerala**

**1995- Nov1996**

* Front line dealing and direct contact with customers in Reception
* Meeting customer expectations and ensuring customer satisfaction is met
* Day to day account monitoring and monthly reporting to Head office
* Handled financial transactions including invoicing, A/P, A/R
* Checking and recording monthly inventory and stock details
* Preparing budget, maintaining reports and completing basic bookkeeping an accounting duties
* Managing and assisting technicians, allocating appointments to sales

**Accounts Manager**

**PHIRWANSI INVESTMENTS, Kerala -1995**

* Maintained and handled entire accounting transactions
* Working with spreadsheets, sales and purchase ledgers and journals
* Secretarial assistance to the Managing director
* General office administration
* Monitored the Share market rates

**Accounts Assistant**

**Majestic Shares and Securities (P) Ltd. Kerala, 1994**

* Handled all the books of accounts including Journal and Ledgers
* Corresponding with customers and dealing with their queries
* Prepared computerized accounting and share market reports
* Graphed the Market fluctuations and Share market rates

**Secretary**

**HI WINGS TRAVELS (P) Ltd. Chennai,**

1993 to 1994

* Support and back-up Admin and Accounts
* Monitored day to day accounting and admin works
* Ticket booking and handling Travel queries
* Prepared travel affidavits and maintain vital documents including Passport

# SKILLS

* **Computer**-S Office, MS Word,Excel, Power point- Expert -more than 15 year experience
* Data entry – 45 w.p.m. and Shorthand writing – 30 w.p.m.
* Having great Organizing and accounting skills
* Overall responsibility for organizing party, games, get together etc.
* Time management skills

# EDUCATION AND DIPLOMA

**B.Com** graduate from Ethiraj College, Chennai Year 90-93 with 65%

**96%** in **H.S.** exam (Accounts, Maths) from S.J.S. Matriculation, Chennai, Year 88-90

84% in other subjects (attached Certificate)

* + Certified Passenger Service Agent **(PSA)**, Blue Ocean Academy, Dubai
	+ Personality development and communication skills, Dubai
	+ Attended many other Seminars on personality development
	+ Certified in MS Office (MS Word, MS Excel, MS PowerPoint)
	+ Diploma certificate in **Galileo and Tally** software

# PERSONAL PROFILE

Birth Date: November 28, 1972

Marital Status: Married

Visa Status: Residence visa- Husband sponsorship

Citizenship: Indian

Language Spoken: English, Hindi, Tamil, Malayalam (all fluent) and Arabic

**Reference**: Available on request

**Interests:** Internet browsing, Reading, listening to music, Art and Stitching and Interior designing.