**CURRICULUM VITAE**

**ALROY**

Dubai, UAE

E‐mail ID: [alroy-397267@gulfjobseeker.com](mailto:alroy-397267@gulfjobseeker.com)

# OBJECTIVE:

To develop my career with the inputs of the industry and the academic backing I have, to meet industry demand and to apply my knowledge and experience to secure position as to actual work situation, to create a mark for myself and build a promising career.

# EDUCATIONAL QUALIFICATIONS:

* March 2016 Successfully Completed Graduation in Bachelor of Commerce (B.COM) from Goa University, Panjim, Goa ‐India.
* March2012SuccessfullyCompletedH.S.S.CCommercefromGoaboard,Porvorim,Goa‐India.
* March2010SuccessfullyCompletedS.S.CfromGoaboard,Porvorim,Goa‐India.

# ADDITIONAL QUALIFICATIONS:

* Completed Certificate Course in Diploma in **E‐FINANCE in MICE** Goa, India (MS OFFICE, ADVANCEEXCEL,TALLYERP9,BUSY,PEECHTREE,SAGE50AccountingSoftware).

# WORKEXPERIENCE:

**Designation: Accounts & Administrative Assistant From:** 1st September 2016 to 15th January 2020

# JOBPROFILE:

* Assisting Accounts Head in AR & APfunctions.
* Preparing and issuing of invoices for billingpurposes.
* Maintaining pettycash.
* Maintaining Sales and Purchaserecords.
* Maintain and manage inventory control of materials andsupplies.
* Maintain bank deposits and check paymentrecords.
* Reconcile bank records with bankstatements.
* Maintaining inventoryrecords.
* Maintaining records of outstanding receipts andpayments.
* Maintaining employee’s attendance register, leave and OTCards.
* Answer calls from customers regarding theirinquiries.
* Assist in resolving any administrativeproblems.
* Open, sort and distribute incomingcorrespondence.
* Maintain electronic and hard copy filingsystem.
* Performdataentryandscandocuments.
* ManagecalendarforManagingDirector.
* Prepareandmodifydocumentsincludingcorrespondence,reports,drafts,memosandemails.
* Scheduleandcoordinatemeetings,appointmentsandtravelarrangementsformanagers.
* Maintaining daily employee’sregistrar.

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**STRONGEST ASSETS**

* Myabilitytopreserveandsurviveagainstalloddsevenwhenthereispressure.
* Honest,hardworkingandpossessexcellentcommunicationandinterpersonalskills.
* Abilitytoworkinateamandeventoleaditefficientlyandeffectively.
* Ability to change and mold myself as perrequirement.
* Ability to do manual and menialwork.

**TECHNICAL SKILLS**

* OS Windows10,8,7/XP
* Others MicrosoftOffice(Microsoft,Word,PowerPoint,ProficientInexcel,TallyERP)

**PERSONAL DETAILS:**

* DateofBirth : 22nd May1995
* Gender :Male
* Religion : RomanCatholic
* Nationality :Indian
* MaritalStatus :Single
* LanguagesKnown : English, Hindi &Konkani

**DECLARATION**

Idoherebydeclarethatalltheabovementionedstatementsaretrueandcorrecttothebestofmy knowledge.

**Alroy**