

**SHIJI**

Email: [shiji-397633@gulfjobseeker.com](mailto:shiji-397633@gulfjobseeker.com)



**OBJECTIVE**

Seeking a challenging career with a progressive organization, this will utilize my skills, abilities, and education in management while contributing to the development of the organization.

**PROFESSIONAL EXPERIENCE**



(DUBAI, UAE)

**ADMIN cum ACCOUNT ASSISTANT**

**Duration: Working (2 years)**

**Job Responsibility**

•One of the major duties is greet visitors, oversees the distribution of incoming and outgoing mail.

•Maintain, manage and record day-to-day transactions. •Prepare, maintain and manage general ledger accounting. •Coordinate with sales team in collecting customer balances •Manage office expenditure within the expenditure budgetary limits. •Maintain, manage and update records of all inventories.

•Verify, allocate, post and reconcile accounts payable and receivable •Answer to all calls

•Arrange and ordering all raw materials needed for production.

**Utmost Gulf Transport by Heavy Trucks** (DUBAI, UAE)

**Receptionist**

**Duration: (1 year)**

**Job Responsibility**

One of the basic duties is to greet visitors. Answering all incoming calls.

Oversees the distribution of incoming and outgoing mail.

Preparing financial spreadsheets and creating presentations.

Also sometimes charged with ordering office supplies, filing documents, making photocopies, and sending and receiving faxes.



**EDUCATION**



M.C.A (Masters in Computer Application) from India (Kerala), MG University stood First class

B.C.A (Bachelors in Computer Application) from India (Kerala), MG University stood First class



**KEY SKILLS**



Ability to work under pressure Time Management

TALLY

MS Office (WORD, Excel, PowerPoint)

Internet Applications

Communication Self-Motivation

Software and Hardware Skills

Computer Programming Skills(C+ +, java, php, .net, Html, sql)

**PERSONAL INFORMATION**



Nationality:Indian D.O.B:30.01.1993

Languages Known:English,Hindi,Malayalam Visa Status:Employement Visa