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**Arabian Job Seeker CV No 404766**

**Accountant (B.Com) UAE Experienced**

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**OBJECTIVE:**

 To work in an esteemed organization which exploits my inner talents and help me in emerging as a competitive professional, where in I can absorb maximum knowledge, grow and excel in the fast and dynamic industry by adding value to the organization and learning how to become a competent employee and hence serve the concern with all my dedication and perfection, to perform a task to the best of my ability.

**WORK EXPERIENCE:**

**Organization : Shamardal Bird Accessories Tr,Sharjah**

(From March 2014 to february 2020)

**As Accountant**

# Duties & Responsibilities

* Sales
* Purchase
* Cash handling
* WPS
* Cheque writing & depositing
* Invoice of packing list
* Certificate of Origin (Exporting)
* Doctors certificate submitting (Importing)

**Organization**:  **Muthoot Global, Kochi.**

(FromNovember 2012 to January 2014)

**As Accountant**

# Duties & Responsibilities

* + Updating the customer details in Horivert (an official software of Muthoot Global.
	+ Updation of various types vouchers in Tally.
	+ Attending the calls regarding money transfer from UK.
	+ Giving mail confirmation to the customer regarding the Money transfer.
	+ Maintaining accurate records of staffs.
	+ Handling office stationery requirements.
	+ Petty cash maintaining.
	+ Sending weekly & monthly reports to HO.

**Organization**:  **Max New York Life Insurance Ltd,Kochi**

(FromJanuary 2011 to June 2012)

**As Customer Care Executive**

Duties & Responsibilities

* + In Charge of Renewal tele calling to the Customer & Agent across Kerala Branches.
	+ Ensure the Customers Renewal list reaches in time to Agents and Sales Managers.
	+ Ensure follow up on customer queries & complaints
	+ Special Focus on HNI Customer & Agents satisfaction
	+ Poll Coll clearance, cheque bounce resolution, ECS tracking through Customer and Agents
	+ Ensure revival of Lapses Policies and ensure less lapsation.
	+ Maintain Cheque pick up tracker and route the same through Office Head for Pick up
	+ Ensure non contactable customer cases to be routed through centralized call center
	+ Collate all non-contactable Agent Advisors list and try again.

**Organization**:  **Motif Builders & Developers Pvt Ltd,Kochi**

(FromNovember 2009 to December 2010)

**As Junior Accountant**

* Duties & Responsibilities
* Updation of various types vouchers in Tally
* Petty Cash Maintaining.
* Register Management.
* Issusing Payments to suppliers & Contractors.
* Preparing & maintaining different types of vouchers.
* Preparing monthly salary of the company.
* Updating purchase bills.
* Bank Reconciliation.
* VAT filing
* Attending phone call from Contractors & suppliers.

**As Administrator Cum Receptionist**

* Attending phone calls from customers, contractors & suppliers.
* Maintaining & keeping attendance, leave, overtime, advanced salary & all employees’ files.
* Maintaining & keeping inward & outward register.
* Maintaining housekeeping department & providing required facility to the employee.
* Total control of administration.
* Keeping & maintaining all records & register of the company.
* Co-ordinating & maintaining staff meeting & prepare the minits of the meeting.

**Organization: HDFC Bank Ltd,Kochi**

(From September 2007 to October 2009)

**As Collection Co-ordinator Cum Cashier**

Co-ordinating TW & STPL collection agencies & executives in the bank, which includes preparation of MIS Reports in our branch, co-ordinating and compiling of MIS reports for all **Asset Finance Divisions** in Kerala. The other objective includes assisting operation department and attending the customer queries.

* Duties & Responsibilities
* Co-ordination of collection agencies, Handling executive's calls regarding customer address and account statement.
* Evaluating the performance of each agency on Monthly basis.
* Directly reporting to FRM & AFRM.
* Dealing NPA customers & repo vehicle customers.
* Collecting DCR (Daily Collection Report),Agency News Letter from all the collection agencies.
* Compiling and sending Daily Collection Report of all AFD in kerala to AFRM and RFRM.
* Maintaining various types of Ledgers (Repo, Reciept Book and ID card Ledger).
* Receipt Book and ID card Management.
* Cashier

**Organization: Kossamattam Finance Pvt Ltd,**,**Kottayam**

(From April 2006 to August 2007)

**As Accountant cum Cashier**

* Duties & Responsibilities
* Customer Query handling regarding Loan Details (Gold Loan & Debenture)
* Cash Collection. Reconciliation of Cash
* Maintaining various types of Ledgers.
* Preparing weekly & monthly reports& reporting to HO.
* Maintaining daily attendance register & reporting to HO
* Handling petty cash transactions and reporting to HO.
* Sending letters to the customers about there interest pending.

**ACADEMIC PROFILE:**

* B.Com with Computer Application
* Diploma in Office Assistant course during 1 year at Nattakom Poly Technique College

**SOFTWARE SKILLS:**

* Finn one (Retail Banking Software Developed By Nucleus)
* Tally

**COMPUTER SKILLS:**

* Microsoft Office
* Tally 6.3,7.2,8.1,9.0

## Hobby

 Playing badminton,cooking

**PERSONAL PROFILE:**

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| Nationality : Indian |
| D.O.B : 28th February 1983 |
| Gender : Female |
| Marital Status : Married |
| Visa Type : Husband Visa  |
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To arrange interview of candidate, please contact us on below numbers.

