Name :     xyz  
Place :    Hor Al Anz , Dubai,U.A.E.  
Mobile :     00971-0000000  
Email :    XXXXX0@gmail.com

**Job Objective:**

Seeking assistance accountant assignments in finance with an organization of high repute. I do my work with full devotion and honesty. I am be good part of your team and have power to meet all challenges which come before me. My positive attitude is my power and my qualification.

**Profile Summary:**

* Hold Bachelor Degree in Commerce from University of Kerala.
* 9 Years of experience as Accountant
* Flexible, Strong Belief in ability to learn new skills and to adapt to new situation.
* Good Communication Skills, both Oral and Written.
* Well organized with planning skills and works well as a valued team member.

**Organizational Experience:**

1. **Feb ’11 – Till Aug’ 14: Credence School Of Nursing as Accountant**
2. **Nov ‘07 – Dec ‘10 Prince Tyre & Agencies as Accountant**
3. **June ‘05 – June ‘07 Regent Constructions, as Accountant**

**Key skills:**

* Maintain journals, petty cash & cash book
* Attending phone calls, Handle customer feedback and complaints
* Maintain incoming and dispatch registers and files
* Preparing cheque for signature and maintaining cheque register
* Prepare salary statements and expenditure statements book
* Preparing invoice, ESI and welfare
* Maintain coffee shop accounts & hostel accounts
* Maintain library & registers
* Maintain attendance register & Issue salary to employees

**Academic Qualification:**

|  |  |  |
| --- | --- | --- |
| SSLC | ST.MARY’S.H.S.S.PATTOM | 2001,MARCH |
| PLUS TWO | ST.MARY’S.H.S.S.PATTOM | 2003,MARCH |
| B.COM | UNIVERSITY OF KERALA | 2004-2006 |
| MBA | UNDERGOING | Finance |

**Additional Qualification:**

* Diploma in Computerized Financial Accounting (TALLY 7.2)
* Windows 98 & 2000, MS Office, MS Word, Internet & e-mail.

**Personal Dossier:**

* Date of Birth :                    22 June 1985
* Nationality :                        Indian
* Marital Status :                   Married
* Languages Known :           English, Hindi, and Malayalam
* Visa Status :                         Visit Visa
* Visa expired :                       Dec 20
* Passport No :                       0000000
* Date of issue :                     01/12/2011
* Date of expiry :                   30/11/2021
* Joining :                               Immediate

**DECLARATION:**

I hereby, confirm that the above information that has been provided to you by me is true to the best of my knowledge and belief. I proof for your organization as fruitful asset and my performance should be excellent. So kindly give me a chance i wants to start my career international market. Thanks for your time and consideration.