

ABRAHAM RAVI

OFFICER-ACCOUNTS CUM BACK OFFICE SUPPORT, OFFICE, ADMIN, ACCOUNTS
ASSISTANT DATA ENTRY MARKETING, SALES, STOREKEEPER ASSOCIATE.

📍 DEIRA, AL WUHEIDA DUBAI UAE, Al Wuheida,
6999, UAE

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✉ abraham1988@gmail.com



+ EDUCATION

- Narsapuram Rustumbada
Narasapuram
2009
BSC COMPUTER SCIENCE
 - Affiliated to Andhra University.

+ SKILLS

AWS DEVOPS BASIC

BASIC HTML

MS OFFICE

MS EXCEL

+ LANGUAGES

English

Hindi

Telugu

+ ABOUT ME

A motivated Officer-Accounts seeking a position in a challenging environment. Over 2+ years experienced successfully providing administrative (5+) and accounts (2+) support to the Finance department. Well-developed communication and customer service skills. Worked as Office Assistant, Admin Assistant, Assistant Accountant, Dataentry operator, wpm 38-42, Storekeeper, Marketing Sales, merchandiser outdoor salesman.

+ WORK EXPERIENCE

- AL GHURAIR properties-finance JAN 2017 - JUN 2024
OFFICER-ACCOUNTS
 - Responsible for generating monthly utility invoices, post-dated cheques reference, batch receipts, miscellaneous invoicing, managing stationery and pantry supplies, handling bank-related work, preparing petty cash vouchers, facilitating variation orders for projects, issuing invoices in accounts receivable, filing and archiving documents, handling customer-related work, scanning CDC/PDC cheques, entering and updating data, and assisting with ad hoc responsibilities.
- Al Ghurair Centre L.L.C DEC 2016 - APR 2021
OFFICE ASSISTANT
 - Provided back office support, customer service, sales support, and storekeeper associate roles.
- BSF FRANCHISE, HYDERABAD JAN 2014 - JAN 2015
MARKETING ASSISTANT (SALES COORDINATOR)
 - Coordinated with suppliers for material orders, maintained and updated supplier details, marketed products, supplied requested material, and quoted prices.
- MORI JAN 2015 - JAN 2016
DEAN/WARDEN FOR THE STUDENTS HOSTEL
 - Managed student hostel.
- Sri Vijaya Engineering & Constructions Pvt Ltd. JAN 2013 - JAN 2014
STOREKEEPER

+ HOBBIES

- Playing Guitar, Listening Music, Cricket,

+ REFERENCES

- **Shikha Soam**
Al Ghurair Properties
Phone Number: +971 58 626 0795

- **Sayed Sheraz**
Al Ghurair Properties
Phone Number: +971 52 787 1986

+ PERSONAL DETAILS

Date of birth
18 Sep 1988

Nationality
Indian

Visa status
VISIT VISA Expiry Nov. 24.2024

+ EXTRA-CURRICULAR ACTIVITIES

- ON BOOK OF REVELATION
GOT FIRST PRIZE
DEC 2013 - DEC 2013
**PARTICIPATED IN KONASEEMA
BIBLE QUIZ COMPETITION**

+ DRIVING LICENSE

Driving license category
2+4 wheeler India

- Maintained all items in store, received and stored material, prepared lists of required material, and assisted supervisors.

- **APTECH COMPUTER EDUCATION INSTITUTE** JAN 2013 - JAN 2014
ADMIN ASSISTANT & DATA ENTRY OPERATOR

- Maintained student records, prepared students for interviews, filed students' data, put online portal attendance, and provided students with required material.

- **Lasya Technologies Pvt Ltd.** JAN 2010 - JAN 2011
DATA ENTRY OPERATOR

- Performed data migration, e-publishing, and web linking.

- **IMRB** JAN 2009 - JAN 2010
DATA TRANSLATOR

- Translated data from local languages to English and conducted surveys.

+ UNTITLED

- OCT 2024 - OCT 2024

+ UNTITLED

- OCT 2024 - OCT 2024