

# 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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## + 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