



AFRAN AJKAR

Accountant and Administration

| DUBAI, U.A.E |

PERSONAL DATA

DOB : 06-DEC-1997
Gender : Male
Nationality : Indian
Marital status : Single
Religion : Muslim
Languages known : English
: Tamil
: Hindi
Passport no : M5641098
Passport expiry : 21/01/2025
Availability : Immediate
Visa type : Visit Visa
Visa Expiry : 15-05-2023

SOFTWARE PROFICIENCY

Tally exp 9
MS Excel and Word
Pact Software

CONTACT INFO

Contact no: +971-542365883
Email- ajharvipar@gmail.com
Flat no – 524
Zabeel Building
Al Karama, Dubai

STRENGTHS

- Ability to lead a team and a good team leader
- Communication skill
- Hardworking and patience
- Ability to learn new things and adjust to new environment quickly
- Flexible

CAREER OBJECTIVE

I am looking forward to an opportunity that will be built that will be built on my skills and help me in further development and to contribute to your organization's success in all spheres through my knowledge

PROFILE SUMMARY

- Total 2 years of experience in Dubai
- Experience as Site Administration
- Experience in Pact Software.

EXPERIENCE SUMMARY

- COMPANY: ROYAL WAY FACILITY MANAGEMENT LLC
PROJECT DURATION- (November 2020- April 2022)
- DESIGNATION: Accountant and Admin

PROJECT ON SITE

1. Reinstatement-REMRAAM COMMUNITY
CLIENT: Dubai properties (DP)
2. External painting-LAYAN COMMUNITY
CLINET: Dubai properties (DP)
3. Reinstatement- AL KHAIL GATE COMMUNITY
CLIENT: IDAMA
4. Waterproofing-AL KHAIL GATE COMMUNITY
CLINET: IDAMA

ACCOUNTANT AND ADMIN RESPONSIBILITIES

- Maintain monthly petty cash for the company
- Maintained payroll information by calculating, collecting and entering data
- Accurately calculated bonuses, salary increases and overtime
- Assisted in the preparation, processing and maintenance of payroll, salary and compensation and keeping employees records up to date and informed them about deduction addition, bonus.
- Communicated closely with the client any related problems
- Receiving projects from clients (Dubai Properties, IDAM) for maintenance work
- Ensure projects from Manager
- Preparing the quotation and then send to client through email for Approval
- Raising email to Client for purchasing request (PR) after Approval
- Preparing the Invoice and Summary (what work has been completed) Making Before Picture and After Picture in the Excel Sheet
- Receive the purchasing Order (PO) from client side
- Preparing the Work Completed Report (WCR)
- Submit to Client WCR with signature and Before and After picture through email
- Receive (GRN) number from client side
- Save in the master trackers
- Moreover Raising email to client for work permit, apartment access, HSC permit etc
- Handle Multiple Projects and Maintaining Master Tracker
- Carry out administrative duties such as filing, copying, binding, scanning etc

PERSONAL SKILLS

- Highly motivated and eager to learn new things
- Strong motivational and leadership skills
- Ability to produce best result pressure situation
- Ability to work as individual as well as in group
- GYM Trainer 6 months

LEISURE INTEREST

- Driving car, Reading books, Sport, and Playing games

ACADEMIC QUALIFICATION

- Bachelor of Commerce
(B.COM) from Periyar
Maniammai Institute of
science Technology,
Thanjavur in the year
2019