

ANUBHAV ARORA



✉ anubhavarora17@gmail.com

☎ +971-543402500

📍 Jabel Ali, Dubai, UAE

🚀 SKILLS & ABILITIES

MS Excel, MS Word, Tally,
Quickbooks

Accounting, Book keeping, Cashier,
Reconciliation, BR/BP, Audit
Assistance, Finalization of annual
reports.

Optimistic & Team Leader

Payroll & HR Assistance

Analytical & Communication Skills

Sales & Marketing

👤 PERSONAL DETAILS

Date of Birth : 17/04/1994

Marital Status : Married

Nationality : INDIAN

Visa Status : Employment Visa

Passport No. : N0304876

📖 LANGUAGES

English, Hindi, Punjabi

🔗 PROFESSIONAL SUMMARY

I seek challenging opportunities where I can fully use my skills for the success of the organization. I consider myself responsible, punctual & capable of taking initiative with the ability to work with team under high pressure to achieve the goals set by the organisation.

📁 PROFESSIONAL EXPERIENCE

Accounts Assistant 2023-until -
GECO Electromechanical

Customer Service Representative 2020 - 2022 -
DP World (UAE)
At DUBAI HILLS MALL - EMAAR

Sales Accountant 2019 - 2020 -
Lark Engineering Co. (India) Private Limited (INDIA)

Accountant 2016 - 2019 -
Yamuna Institute of Engineering & Technology
(INDIA)

Assistant Accountant 2015 - 2016 -
Pest Control Services

🎓 ACADEMIC PROFILE

Master in Commerce 2019
IGNOU University

Bachelor in Commerce 2015
Kurukshetra University

👤 CERTIFICATIONS AND LICENSES

NEBOSH IGC

IOSH MS

Basic Life Safety

Basic Fire Safety

UAE Driving License No. 3 (under progress)

👥 REFERENCE

Available on Request -

I would like to seize this opportunity to introduce myself and hope to get the chance to join your team.