

# IMMANUEL SUSADIMAI



Name : IMMANUEL SUSADIMAI  
E-mail:  
**immanuel.jr17@gmail.com**  
Mobile No : +971 563603455

Current Address :

Abubaker Al Siddique  
Dubai - UAE

Personal profile:

Date of birth : 27 Feb 1993  
Marital Status : Married  
Nationality : Indian

Languages Known :

English, Malayalam, Hindi & Tamil

## OBJECTIVE

To seek a suitable position utilizing the following background, be a part of an ever-growing organization and thereby becoming a strong asset and contribute my share of responsibilities

## STRENGTH

Take up responsibilities with the assurance of putting the best and consistent efforts to come up with effective results. I insist on getting the job done and work for efficiency and effectiveness. Being a fast learner I can quickly adapt to the surroundings, which a new job offers.

## SKILLSET

MS word , PowerPoint , Photoshop , MS Excel, Tally, c++

## PROFESSIONAL EXPERIENCE

**Company Name : TITAN EYE PLUS, Bangalore**

Duration : 23 Oct 2020 – 17 June 2023  
Designation: ACCOUNT ASSISTANT

### Responsibilities:

Billing, Receipts and Payments, Bank Reconciliation, client and Supplier Reconciliation, Prepaid account, Salary Working and Service Tax.

**Company's Name: Arabian Extrusion Factory  
Umm al quwain.UAE.**

Duration : 30 Jun 2016 – 05 Aug 2020  
Designation: PRODUCTION QC

### Responsibilities:

Monitoring Extrusion Quality Process, Material's Quality Check & Rerouting to PC,WC,PACKING , Maintaining all documents work related quality & Following Our company's Quality Standards , Prepared Auto Mobile Audit Documents Following IATF Standard.

**Company's Name: AKBAR TRAVELS OF INDIA Pvt. Ltd**  
**Thiruvananthapuram.**

**Duration : 12 Aug 2013 – 14 Sep 2015**  
**Designation: ACCOUNT ASSISTANT**

**Responsibilities:**

**Billing, Receipts and Payments, Bank Reconciliation, client and Supplier Reconciliation, Airline Reconciliation with ledger, Client Follow up, Salary Working and Service Tax.**

**Educational Qualification:**

<b>Course</b>	<b>Institution</b>	<b>University/Board</b>	<b>Year of Passing</b>	<b>Marks (%) / Grade</b>
<b>BCA (Degree)</b>	<b>KG College Of Arts And Science, Coimbatore</b>	<b>Bharathiyar University, Coimbatore.</b>	<b>2013</b>	<b>65%</b>
<b>HSC</b>	<b>St.Aloysius HSS, Marthandanthurai</b>	<b>State Board</b>	<b>2010</b>	<b>75.5%</b>
<b>SSLC</b>	<b>Govt.HSS, Kollemcode</b>	<b>State Board</b>	<b>2008</b>	<b>58.60%</b>

**Professional profile :**

**Highly organized and dedicated, with a positive attitude**  
**Able to handle multiple assignments under high pressure.**  
**Have good interpersonal communication skills.**  
**Thrive on working in a challenging environment.**  
**A 'can do' attitude in every difficult job.**  
**Punctual and honest.**

**Interests:**

**Drawing, Music, Playing football, Traveling and exploring new culture,**

**REFERENCES**

**This is to declare that I, IMMANUEL hereby testify that all the above information provided is true to the best of my Knowledge. I believe that my enthusiasm, eagerness, commitment and proactive nature will be best utilized in building a holistic work environment resulting in continued success.**

**IMMANUEL.S**

