



MAREENA JOSE

ACCOUNTANT CUM ADMINISTRATION

My Contact

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📍 Villa No.8, Khalidiyah, Abudhabi, UAE.

PERSONAL PROFILE

- Name : MAREENA JOSE
- Date of Birth : 26 OCTOBER 1990
- Gender : Female
- Nationality : Indian
- Marital status : Married
- Passport Number : S8949974
- Visa Status : Spouse Visa
- Language known : English, Malayalam, Hindi, Tamil

Education Background

- Master of Business Administration (MBA): Bharathiar University, coimbatore.
- Bachelor of Science(Bsc): Electronics with computer Hardware, MG University, Kottayam
- Higher Secondary School (Science): JJMM Higher Secondary School, Yendayar, Kottayam.
- High School : JJMM Higher Secondary School, Yendayar, Kottayam.

JOB OBJECTIVE

Emerging accounting professional ready to develop career foundation with expanding operation. Dedicated to keeping records accurate and controls tight to meet all business needs. Systematic and well-organized, capable of leveraging initiative and resourcefulness to deliver excellence in meeting business objectives.

Professional Experience

Admin and Operation Executive – Joseph Store
Kanjirappally, Kerala, India
January 2018-December 2021

- Record and reconcile invoices from suppliers and prepare statement for payment.
- Providing administration support to Sales Reps, Property Managers and Senior Management
- Operational support for Global, Key and Independent customer accounts.

Accountant cum Administration – AGT Group LLC Dubai, UAE
December 2015-August 2017

- Monitor status of accounts receivable and payable to facilitate efficient processing.
- Reduce financial discrepancies, effectively reconciling bank accounts and organizing.

Key Highlights

- Analyse and Solve Problems: Gathers relevant information systematically; considers a broad range of issues or factors; grasps complexities and perceives relationships among problems or issues; includes others in problem-solving efforts when appropriate.
- Possess computer skills in sales force coding, Microsoft Excel.
- Strong professional and effective communication skills. Ability to prioritize and be flexible to work through high volume workloads successfully.
- Positive, punctual, goal-oriented and ability to work on a team and independently.