

Abraham Ravi

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OBJECTIVE

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

Presently working as Officer-Accounts in FINANCE DEPT. (AGP)

Since 01st Jan'2023

Responsibilities:

- Generating Monthly Utility invoices, Post Dated Cheques reference, batch receipts and Miscellaneous Invoicing as per request.
- Entry of Post-dated cheque receipts in PDC Management Module – Oracle JDE.
- Managing Stationery supplies, pantry supplies for the Office Monthly, Weekly, and Daily Basis.
- Handling all the bank related work which includes Depositing tenant Cheques, encashment of Cheques, documents Submission.
- Preparing Petty Cash vouchers, and IOU'S and Other Vouchers for Finance Dept internal and External Expenses.
- Facilitation of Variation Orders for Projects Dept.
- Issuing of Invoices in Accounts Receivable from Oracle Database.
- Filing and archiving of documents for respective departments (Accounts Receivable/Payable/Projects)
- Providing Required Data for the Accounts Department as per the request.
- Handling Customers Related Work like issuance of bounce Cheques, Refund Cheques, and Supplier Cheques.
- Scanning CDC/PDC Cheques in Online Bank Portal & Delivery of Cheques to bank through Registered Couriers and Receiving of Cheques from Banks.
- Entering and Updating of Data in Common Finance Folder.
- Assisting the finance department with all other ad hoc responsibilities as and when required.
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WORK EXPERIENCE

Worked as OFFICE ASSISTANT in Operations Dept 04 Years 04 months – (Employee of the Year – December 2019) December 2016 – 2021(APRIL)

Al Ghurair Centre L.L.C

Deira Dubai, UAE

DEAN OF STUDENTS/MORI, (2015-2016)

Responsibilities:

- Answer telephone and greet visitors, handling their inquiries, giving information and taking messages.
- Communicating with Parents.
- Maintain scheduling, appointment calendar, general filing system and file all correspondence.
- Ensure Proper Cleaning of Hostel Rooms, Washrooms, and Study Rooms. On Daily Basis.
- Perform other related duties as required.

MARKETING ASSISTANT, (2014-2015)

BSF FRANCHISE, HYDERABAD.

Responsibilities:

- Coordinate with suppliers for material orders.
- Maintain and update supplier details upon order confirmation.
- Marketing to Local stores and retail shops the required material as ordered.
- Supplying requested material for the stores on weekly as scheduled.
- Quoting the best prices and getting orders in good Margins.

STOREKEEPER, (2013-2014)

Sri Vijaya Engineering & Constructions Pvt Ltd.
Manuguru, Andhra Pradesh, India.

Responsibilities:

- Maintaining All Items in Store and Stock them accordingly upon requirement.
- Receiving Material and storing according to the respective department use.
- Preparing list of required material as per the respective department request.
- Assisting Supervisors Electrical, Plumbing, Carpentry, and Civil departments in commencing orders.
- Analyze and make order plans upon the work Loads

ADMIN ASSISTANT&DATA ENTRY OPERATOR, 2013-2014

APTECH COMPUTER EDUCATION INSTITUTE,
HYDERABAD, Andhra Pradesh, India.

Responsibilities:

- Maintaining All Records of Students.
- Preparing students for interviews upon their course completion as per the Institute Guidelines.
- Filing Students Data, from the date of Joining until their CERTIFICATION from the institute.
- Putting Online Portal attendance of students for certification.
- Providing the students required material as of their related courses.
- Perform other related duties as required.

DATA ENTRY OPERATOR, 2010-2011 Lasya Technologies Pvt Ltd.

Hyderabad, Andhra Pradesh, India.

Responsibilities:

- Data Migration
- E-publishing as per Client's requirement.
- Using CSS Encoding & Decoding, html, xml formats Numbering and indexing books.
- Web linking the books for user friendly interfaces.

DATA TRANSLATOR, (2009-2010)

IMRB Contract Basis Hyderabad, Andhra Pradesh, India.

Responsibilities:

- Translating the Data from Local Languages to English.
- And taking up the projects related to surveys on Agricultural crop cultivating procedures.
- Hospital Surveys upon the necessary requirements and facilities which are in lack.
- Collecting Data from Public of all kinds of information as per the Project standards.
- Public surveys from villages, Urban and Rural Areas.
- These Surveys Helps In order to take the necessary action from government where it is necessary for the Public Health and Safety.
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EDUCATIONAL ATTAINMENT

COLLEGE

:

**Bachelor of Science in Computer Science.
Narsapuram Rustumbada.
AFFILIATED TO ANDHRA
UNIVERSITY.**

COMPUTER SKILLS:

MS OFFICE,
MS EXCEL
BASICS IN HTML.
AWS DEVOPS

LANGUAGES:

English: READ, WRITE, SPEAK

Hindi: READ, WRITE, SPEAK

Telugu: READ, WRITE, SPEAK

PERSONAL DATA

Date of Birth	:	September,18,1988
Citizenship	:	Indian
Civil Status	:	Married
Gender	:	Male
Height	:	5'5"
Weight	:	160 lbs.
PASSPORT NUMBER	:	X7687402

I hereby declare that the above information provided is true to my knowledge.

Abraham Ravi
Applicant.

REFERENCE: RACHEL PRATIBHA. U

Reference at Al Ghurair Properties :

Shikha Soam - Accountant +971 58 626 0795

Sayed Sheraz - Senior Accountant_+971 52 787 1986

