



DEEPA ABRAHAM

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EXECUTIVE ADMINISTRATIVE SPECIALIST (C- SUITE) LEADERSHIP

CORE COMPETENCIES

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Executive Support | <input checked="" type="checkbox"/> Event/ Meeting Organization | <input checked="" type="checkbox"/> Calendar Management |
| <input checked="" type="checkbox"/> Operational Business Support | <input checked="" type="checkbox"/> Finance & Book-keeping | <input checked="" type="checkbox"/> Digital Document Control |
| <input checked="" type="checkbox"/> Travel Management | <input checked="" type="checkbox"/> Recruitment Support | <input checked="" type="checkbox"/> Budget Management |
| <input checked="" type="checkbox"/> General Administration | <input checked="" type="checkbox"/> Project Management | <input checked="" type="checkbox"/> Compliance Audit |
| <input checked="" type="checkbox"/> Multi-tasking Skills | <input checked="" type="checkbox"/> Client Liaison by Email | <input checked="" type="checkbox"/> Follow Precedents while Drafting Documents for Business Set-up |
| <input checked="" type="checkbox"/> Responding to New Inquiries | <input checked="" type="checkbox"/> Invoicing Phase-wise (Workflow) | <input checked="" type="checkbox"/> Daily Business (such as preparing the paperwork for increasing the authorized capital) -In case ADGM |
| <input checked="" type="checkbox"/> Obtaining "due diligence" information | <input checked="" type="checkbox"/> Follow -up for payments | <input checked="" type="checkbox"/> Basic Compliance related to Business Set-Up, Company Law for Incorporation. |
| <input checked="" type="checkbox"/> Preparing the entity's constitutive documents. | <input checked="" type="checkbox"/> Office Administrative Mgt | |
| <input checked="" type="checkbox"/> Familiarity with MOA, AOA | <input checked="" type="checkbox"/> Keep the entity's corporate Registers (Shareholders). | |
| <input checked="" type="checkbox"/> Lodge the requisite forms & documents -ADGM | <input checked="" type="checkbox"/> Annual filings on its behalf, liaising with stakeholder clients | |

WORK HISTORY

Geoestate Survey Services	Accounting Administrator	2020 (Temping)in Ajman_Falcon
AppsIntegra Mgmt LLC	Finance & Accounting Manager	2018 (Temping) in Business Bay
Airolink (Ireland & ME)	Procurement Administrative Assistant	2018 (2 months Temp)in DMC
Majid Al Futtaim	Finance Executive (AR) Retail & Rental	Nov 2015 to Nov 21st 2015(Temp)
Dubai Creative Cluster (DTMFZ)	Finance Executive – Corporate	June 2014 to Sept 2014 (Temp)
Global Success Systems (#WFH)	CRM Project Mgmt Administrator	Oct 2014 to Dec 2014 (Temp)
Wilson Learning Middle East	L & D, Office Administrator / Accountant	2013 to 2013 (2 months Temp)
Sandvik AB	Accountant – AR (Credit Control)	Jan 2010 to 2010 (Temp Extended)
Truebell Mktg & Trdg with UN	Administrator (Cost & Freight Dept)	Aug 2008 to 2009 (Contract Role)
Oil Search Middle Eastern Ltd	EA/Finance Executive/Travel Coordinator	Aug 2004 to 2007 (Permanent)
Voitin Walker Davis	Accounting & Administrative Assistant	Sept 2000 to 2003 (Permanent)
T Choithram & Sons	Accounting & Administrative Assistant	(Temp) 2000 (9 month Apprenticeship)

EDUCATION

MAHATMA GANDHI UNIVERSITY –KERALA, KOTTAYAM - INDIA

1996 - 2000

Bachelor's Degree in Commerce (Cost Accounting – Elective) with a Pre Degree (University Scheme merged with the (Commerce Stream) CBSE Syllabus).

COURSES COMPLETED + WORKSHOPS & SEMINARS ATTENDED :

- **Hopscotch Event: Returning to Work: Setting up for Success with Nestle & PCA in Dubai Marina (2019)**
- **PRINCE 2 FOUNDATION – Project Life Cycle, Project Phases, Project Management, Process Groups (Accredited by APMG – UK) and Administered by Innate Labs in Ahmedabad – Gujrat (2013)**

CERTIFIED INCOME TAX SPECIALIST PRACTITIONER COURSE – CITS
Accredited by Henry Harvin Finance Academy in Noida – Delhi (2021)

- **WRITERBAY – Freelance Online Writing Community – Academic Writing Assignments, Content Writing – MLA & APA REFERENCING STYLES. (2014)**
- **NEBOSH in Environmental Management – Practical Project (Truebell Marketing & Trading) (2009).**
- **LinkedIn Workshop for Return to Work Mom's and Aspirants with Industry Experts. (2018)**

COMPUTER SKILLS

System Skills : ERP System : YARDI, System 21 / Aurora, JD Edwards Integrated with Excel SAGE and XERO Accounting Software etc

Certifications: Certified in Microsoft Office Products MS Office (Proficient in Outlook, Word, PowerPoint & Excel)

Certifications: Audited an Online Certification Macroeconomics and Macro-econometric Forecasting.

Certifications: Certified Income Tax Practitioner Certification.

Certification: Galileo (Front End + Back End -Emirates Aviation College).

JOB PROFILES



At T. Choitram & Sons, Dubai-U.A.E:-

Dec 1999 – Sept 2000 :Accounting & Administrative Assistant (Temp.)

Credit Card Reconciliations with respect to the Point of Sales transactions of 23 Branches in the U.A.E .Bank Reconciliations of different banks like the Emirates Bank, Standard Chartered Bank, National Bank of Dubai, Habib Zurich Bank etc

Assisting with Rainbow Division Accounts (Head Office-Netherlands) with the Invoicing of Shipments, Liaising with Customs Clearance Dept, Data input of accounting entries into a Customized Accounting package and finally assist until the preparation of the Final A/c's mainly the trading and Profit Loss A/c.

Freelancing with Academic Writing Assignments in MLA, APA and Harvard Referencing Styles and Creative Content Writing with a curated signature style termed as SUCCINCT.

Self Published : Miniature Series of Motivational Resources in the form of Hand Books Titled : See the Sea and Sacred Dots and an Audio Book Version of I See the Triangle in the Digit 4.



At Voitin Walker Davis , Dubai –U.A.E:-

October 2000 – May 2003 : Accounting & Administrative Assistant (Permanent)

'Administrative / Accounting Assistant' at VOITIN WALKER DAVIS (Australian) a Legal Firm specializing in 'Migration Law' to Australia. Handled all the **'Book-keeping and General Administrative'** tasks including interfacing with Clients with regard to payments and preliminary Client Interfacing and Phase-wise work flow management under the capable and sincere stewardship of Ms.Linda Ewington but the primary onus was on Accounts Receivables and Cash Flow Management.



At Oil Search Middle Eastern Ltd:

October 2004-Nov 2007 Office Administrator/Accounts Clerk and Travel Coordinator

Worked with an [Australian Multinational firm - Oil Search Middle Eastern Limited](#) as **'Accounts Clerk and Travel Coordinator'** and handled multi-tasking roles with respect to managing the entire gamut of Finance/Accounts Administration, Banking & Cash Flow Mgt, Travel and HSES (Health, Safety, Environment and Security). Was also the Joint Authorised Signatory of the Bank Accounts in Standard Chartered Bank along with the then VP and Executive Business Development Manager Dr. Keiran John Wulff. (NON EXECUTIVE DIRECTOR – BOARD LEVEL) – OIL SEARCH LTD.

- Seamless organization of local and international meetings with over 50 participants from international locations, as well as procuring awards for relevant recognition events like Wilson Learning Middle East SME Awards Ceremony for being in the TOP 100 List of SME 's.
- Successful management of department budget by tracking/monitoring and processing expenses.
- Support Performance Reviews and HSES Activities and Reports by virtue of monitoring the Incident Reporting and following the HSES guidelines for making a note of Loss of Time injuries recorded in work sites across the region.
- Support in the structuring and set up of a well organised system for finance and book-keeping by facilitating web banking and documenting procedures in lieu of internal controls and compliance with respect to internal audit.
- Provide monthly Office Expense Report's and liaise with the Accountant and Cost and Business Unit Controllers in the Corporate Office in Sydney in order to escalate the issues pertaining to maintaining a multi-currency petty cash and forex, accounts payables and bank reconciliations in both the USD\$ and AED Accounts.
- Strong expertise in personal expense claims and reimbursements, creating a handbook for Visitors and coordinating Travel in liaison with the Corporate Travel Coordinator in Sydney for managing the travel arrangements of Drilling Staff and Geophysicists for Offshore work assignments (EMEA Region) in lieu of oil exploration and drilling .

At SANDVIK AB

Jan 13th 2010 – Oct 30th 2010 : Accountant – African Assets from Jebel Ali – Warehouse Office (Extended Temp Role)

- General correspondence on behalf of the department/G.S.
- Maintain a Debtors Ageing Report for all the Corporate Customers
- Petty Cash Management and working on ERP (AR / AP MODULES)
- Attended a 3 Week ERP (Systems 21) I T Roll Out Implementation Program in Tanzania (Dar Es Salaam) and Muwanza in Africa and African Assets.
- Processing Reporting Guidelines for all the Business Units and Verifying the Allocation of Costs to the appropriate Cost Centres.
- Help desk support and case allocation to technical support.
- Audit department purchases and purchasing procedures.
- Maintain and monitor department budget/spending.
- Assist budget report preparation for new fiscal year.
- Assist internal/external auditors during annual departmental audit.

LANGUAGE SKILLS

English: Native Arabic/French/German : Basic (Reading and Writing) Hindi/Urdu : Fluent

PERSONAL DETAILS

Date of Birth: 03/03/1979

Nationality: Indian **Marital**

Status: Married

Dependents: 2

Residence Visa: Expiring