



Personal
Information

Address:
Ajman
Visa status:
Employment Visa
Phone:
054-4383006
Date of birth:
15-05-1993
Sex:
Female
Civil Status:
Married
Nationality:
Indian
Religion:
Hindu
Passport No:
V3339390
Email:shilparanjisree@gmail.com

Languages

English
Hindi
Tamil
Malayalam

Summary

To succeed in an environment of growth and excellence and earn a job as an **Accountant**, which provides me job satisfaction and self-development and help me achieve personal as well as organization goals. To be an astute learner and the best performer, in your organization. So that I can build an innovative career in your esteemed organization by using my skills and other significant talent.

Skill Highlights

- Work Ethic, Loyalty, Flexibility, Honesty, team work.
- Good communication skills.
- Patience and concentration.
- Excellent decision making, analysis, and problem-solving skills.
- Maintain Financial Records
- The ability to work well.
- Excellent attention to the detail.
- Work well Under Pressure.
- Assist with Financial Records.
- Accounts, Book Keeping.
- Processing Receipt, Sales, Invoices.

Experience

- 1 year worked as an Accountant Trainee at Jacob & George Chartered Accountant, Kanhangad in India.
- 3 years worked as a Branch Associate at MINI Muthoot Nidhi Kerala LTD in India.
- 1 year worked as an Accountant at Al Rooba Building Maintenance L.L.C in Ajman UAE.
- Presently working as an office staff in Indian Association Ajman UAE.

Education

- M.Com with Finance
- B.Com with Co-Operation
- Plus Two Commerce
- S.S.L.C
- MS Office, Word, Excel, Powerpoint, Outlook, Tally

Declaration

Finally I request the concerned authorities to provide me a chance So that I can prove the best of my self and serve your esteemed organization. I shall ever be thankful and great full to

you. I hereby acknowledge that the above information is true and correct.