

# M. Ammani Aruna

## **Administrator cum Accounts Assistant**

Sharjah

[mammani5\\_geg@indeedemail.com](mailto:mammani5_geg@indeedemail.com)

+971-56-5782955

To work in a creative and rewarding environment where I would learn new technologies and do challenging work with a winning team.

## Work Experience

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### **Stores Assistant**

Middle East Trade Centre (Stationary Division) - Sharjah  
December 2015 to July 2016

- Handle and Maintain delivery of goods to Customers
- Co-ordinate with Supplier for On-time delivery
- Handling Quotations
- Maintain Stock Inventory in Tally ERP 9
- Handling Accounts payables and receivables
- Reconciliation of Bank payments and Deposits
- Maintain files and records of Customers

### **Administrator cum Accounts Assistant**

INTERMAN COMPUTERS - Sharjah  
March 2014 to September 2015

#### Job Responsibilities

- Attending Customer Calls
- Maintaining Visitors Log book
- Preparing Certificates for Students
- Tracking of Payments and Receipts using Tally ERP 9
- Preparing Invoices for Corporate Customers
- Handling Petty Cash and preparation of Daily Cash flow Statements
- Reconciliation of Bank payments and deposits
- Analysis of Profit and Loss Statements

Handling Advanced Excel for Students

### **Administrator cum Accounts Assistant**

ROLLA COMPUTERS - Sharjah  
October 2012 to January 2014

#### Job Responsibilities

- Attending Customer Calls
- Handling payments and receipts using Tally ERP 9

- Handling petty cash and preparing daily cash flow statements
- Maintaining Stock of Office Stationary and other items
- Analysis of Profit and Loss Statements

Handling Ms - Office, Advanced Excel and Quick Books for Students

### **Co-ordinator**

SAMSUNG SERVICE CENTER - Puducherry, Puducherry  
January 2010 to May 2012

Job responsibilities:

- Handling Customer Service Report (CSR)
- Handling GSPN (Global Service provider Network) software
- Handling all Home Appliances and Mobile phones requisition and complaints of Customers
- Handling both Manual book-keeping and Ledger postings in Tally ERP 9
- Reconciliation of payments, receipts and Bank deposits
- Creation of VAT invoices for Customers
- Administration works (Handling phone calls, Transfer calls between departments, Office Stationary)

### **Administration Executive**

RAMACHANDRA ENTERPRISES - Puducherry, Puducherry  
June 2008 to August 2009

Job responsibilities:

- Handling Customer emails using Microsoft Office Outlook 2003
- Data Entry of Accounts vouchers and Inventory management in Tally
- Sales Order and Purchase Order processing of Inventory items
- Creation of Sales and Purchase Invoices
- Handling Petty cash in Ms - Excel

### **Co-ordinator cum Supervisor**

CELEBRITY FASHIONS PVT LTD - Chennai, Tamil Nadu  
October 2003 to October 2007

Job Responsibilities

- Leading a team of employees
- Handling Inspections and providing On-time delivery
- Maintaining Production to Finished goods reports using Ms - Excel
- Handling Buyer Software (PACKONE software for the buyer TIMBERLAND only)
- Create manual packing lists for EDDIE BAUER, MARLBORO CLASSICS, KOHLS
- Co-ordinate with commercial department for invoice approvals and commercial documents

### **PERSONNEL DETAILS**

Name: M.Ammani Aruna  
Father's Name: S.Balasubramanian  
Spouse Name: A Munisamy  
Date of Birth: 12 May 1982  
Sex: Female

Marital Status: Married  
Nationality: Indian  
Passport No.: K3873733 / Expiry date: 02/07/2022  
Visa Type: Spouse Visa  
Expiry date: 05/05/2020

Current Address: P.O. Box. No. 772  
: Flat no. 401, Yousef Ali Building, Al Qasimia, Sharjah, UAE.,

Permanent Address: 15, Saint Rozario Street,  
Muthialpet, Pondicherry - 605003.

## Education

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### **B.Tech in ECE**

Sri Manakula Vinayagar Engineering College  
May 2003

## Skills

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MS office, Advanced Excel, Accounts Tally ERP 9 and QuickBooks

## Certifications and Licenses

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### **Diploma in Accounting (Tally ERP 9)**

May 2008

### **Tally Financial Accounting Program**

December 2010

## Additional Information

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### PERSONAL SKILLS

Comprehensive problem solving abilities, excellent verbal and written communication skills, ability to deal with people diplomatically.

### COMPUTER SKILLS

- MS-OFFICE (Ms - Word, Ms - Excel, Ms - Access, Ms- Power Point & Outlook)
- Advanced Excel Skills

According Softwares

\* Tally ERP 9 including VAT computation

\* QuickBooks software