

## SUMMARY

To excel in the field of endeavor and work with an organization providing consistent growth to shoulder new responsibilities, challenging opportunities to learn, contribute and lead from the front.

## COMPETENCIES

- Leadership
- Communication
- Strategic Planning
- Eager to learn new things
- Flexible and Adaptive
- Positive Attitude

## QUALIFICATIONS

**BA Acc & Finance** at Heriot Watt University Dubai (graduated with distinction) -**2021**

**High school diploma** at The Emirates National School Sharjah (92%) - **2018**

## PERSONAL DETAILS

Date of Birth: 22 Sep 2000

Languages: English, Hindi, Malayalam, Arabic (reading and writing).

Driver's License: Yes

Current Residence: Sharjah, UAE

Interests: Football, Chess, solving puzzles, Math & mind games.

Computer Skills: Microsoft Office, EXCEL, Word, PowerPoint, Tally Erp.9, Outlook etc..

## EXPERIENCE

### **Junior Accountant and Administrative Assistant at Petrocool (2019 June – 2020 June)**

- Basic Accounting duties such as data entry, tally, etc.
- Cheque collection and keeping accurate records.
- Ensuring client satisfaction and keeping in contact with the client for future jobs.
- Mobility control for employees from various sites.
- Clerical duties, filing, updating documents and data systems, and much more.
- Attending all calls and ensuring the smooth running of the administrative department.

### **Marketing and sales intern at UNSCHOOL (August-September, 2020)**

- Social media marketing of the courses provided by unschool.
- Recruiting students interested in signing up.
- Cold calls.
- Keeping up with the potential students.

### **Sales Executive at IMG (FEB-2019, part time)**

- Supervising children

- Guiding customers and people at the event accordingly
- Ensuring safety of children.
- Ensuring a clean and good environment in the F&B department.
- Customer satisfaction and clearing any disputes on-site.

## REFERENCES

Mr. Ajaya Kumar,  
Managing Director,  
PEROCOOL TECH.CONT.LLC  
Sharjah, UAE  
Mobile no. 0507672589  
Relationship: Mentor