

**Subject: For the Post in Accounts / Payable/Admin / HR/ Procurement**

Dear Sir ,

My name is Elisabeth Koovakat Victor. I belongs to Kerala . I have done B.Com and worked as an Accountant in UAE , from November 2010 to till the date. During this 13 years of employment period, I performed my responsibilities with full of dedication. Looking for an opportunity to join quickly at any place of U.A.E in your esteemed company.

Although, I have core experience of Accounts, Handling Cash, and monthly reconciliation. However, I am hard working person. Hence, I can work on Admin and HR positions along with the Accounts tasks.

If given a chance to serve in your esteemed organization, I assure you that I shall put myself worthy of the confidence that you will be placing in me. I would like to forward to receive a favorable response at your earliest convenience and in meanwhile, I remain.

Therefore, kindly consider my profile that I have submitted by email to your HR Department . Please accept an attached document with my recent CV and Photograph.

Yours Sincerely

**Elisabeth**  
**sowmyaelizabeth@gmail.com**  
**Mob No. +971-54-5068754(Whatsapp)**



## **ELISABATH . K . V**

Phone: +971-54-5068754  
sowmyaelizabath@gmail.com  
Date of Birth: 04.10.1985  
Dubai, United Arab Emirates.  
Nationality: Indian  
UAE Driving License

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### **CAREER AMBITION**

I am highly dedicated and adaptable team player with excellent analytical and problem solving skills. I am also a fast learner with the desire and willingness to learn new technologies in order to broaden my technical skills base and cross train as required.

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### **PROFESSIONAL QUALIFICATIONS**

- Bachelor of (B.COM) : Annamalai University  
RVS College Coimbatore
- Diploma in Accounts : Womens Polytechnical College Coimbatore  
Govt of Tamilnadu

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### **Work Experience –United Arab Emirates.**

#### **Dubai Opticals – Ras Al Khaimah, U.A.E. :-**

**Nature of Business:** ( The Leading Optical and Eyewear Company)

**Duration:** (Nov 2019 to till the date )

**Designation : Accountant**

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Being Accountant the following are the major tasks I performed during this period:

- Booking invoices ,processing payments & issuing all payment related cheques
- Vendor Reconciliation
- Follow up for payment
  
- **Payment Related to the Vendor**
  - Collecting all invoices and obtaining approval for payment .
  - Invoice booking and making payment.
  - Handling all telephone inquiries relating to accounts payable issue
  - Handling Petty cash payment
  - Monthly reconciliation for Vendor
  - Booking provision for month end

### **Green House International – Deira Dubai - UAE**

**Duration:** (Sept 2016 to Oct 2019 )

**Designation:** Accountant

- Booking invoices ,processing payments & issuing all payment related cheques
- Vendor Reconciliation
- Preparing LPO, Invoices & Sending to the customer
- Follow up for payment
- Handling Petty Cash

### **Fairy Moss Trading and Contracting W.L.L- Qatar**

**Duration:** (July 2014 to Aug.2016 )

**Designation:** Accountant Cum Marketing

- Maintain and update customer databases
- Conduct Market research
- Booking invoices ,processing payments & issuing all payment related cheques
- Preparing LPO, Invoices & Sending to the customer
- Follow up for payment
- Handling Petty Cash

### **SSS Media Acedemy – Tamil Nadu - India**

**Duration:** (Jan 2009 to November 2013)

**Designation:** Admin Manager

- Coordinating student council activities
- Supervising daily support operations to our company
- Monitor costs and expenses to assist in budget preparation
- Organize and supervise other office activities
- Manage schedules and deadlines

## **COMPUTER PROFICIENCY**

Proficient in the day-to-day applications of the following packages:

- Microsoft Office : (Word , Excel & PowerPoint)
- Advance Excel Courses
- Microsoft Outlook
- Tally ERP

## **LANGUAGES**

English	Fluent in Speaking, Writing and Reading
Hindi	Fluent in Speaking, writing ,and Reading
Malayalam	Fluent in Speaking, writing ,and Reading

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## **PERSONAL INTERESTS**

Interests include reading, hearing motivational speech , music and movies, dancing, walking

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