
PRIYANKA ANN MATHEW'S PROFILE



PRIYANKA ANN MATHEW

Contact No : (971) 50-3129381/ 55-3562689

Email Id : priyankamathew29@gmail.com






SUMMARY

Priyanka Ann Mathew **B.Com in Accounting & Finance** graduate from Annamalai University and currently pursuing **B.Sc (Hons) in Applied Accounting & ACCA (Association Of Chartered Certified Accountant)** Born In Abu Dhabi – United Arab Emirates and completed schooling from **Abu Dhabi Indian School**

Interested to work in Banking Financial/ Investment Firms –Finance & Operations

EDUCATION

B.Sc (Hons) & ACCA currently pursing in **Synergic Training** with following major subjects

-  Financial Accounting
-  Business Law
-  Taxation
-  Audit & Assurance
-  Management Accounting

Bachelor Of Commerce in Accounting & Finance –Year 2017- Annamalai University

Higher Secondary (April 2013-March 2014) - Abu Dhabi Indian School

Secondary School (April 2010-March 2012) - Abu Dhabi Indian School

IT EXPOSURE

Proficient with **MS-Word, MS-Excel & MS-Power Point** . Have always worked in automated environments using systems such as **3S Software**

ORGANIZATIONAL EXPERIENCE

TRANS ISLAND ELECTROMECHANICAL LLC(AUG 2017- NOV2017)- Abu Dhabi

Secretary/Accounts Assistant

- ✚ Managed correspondence, recorded information, maintained staff records and performed other administrative duties as assigned by manager.
- ✚ Assisting the HR Team through the completion of all Human Resources duties with preparation of CNIA Pass & updating of Employee Details in 3S software.
- ✚ Organized & Coordinated Meetings & Recorded Minutes .
- ✚ Executed Payroll Related Payments through Preparation of Time Sheets & Payment Slips.
- ✚ Worked closely with the Accounts Department in respect of Accounts Receivable through Payment Follow Up & Reconciling Petty Cash.
- ✚ Performed other tasks as assigned by Manager such as Documentation of HSE Forms, Online Registration of Companies .

INTERPERSONAL SKILLS

- Positive attitude and flexible enough to accommodate changing needs
- Excellent communication skills and good interpersonal effectiveness
- Well versed with internet browsing and related functions
- Ability to work independently or as a part of team
- Able to follow instructions

PERSONAL DATA

- | | |
|------------------------|------------------------|
| ○ Date of Birth | April 29,1996 |
| ○ Nationality | Indian |
| ○ Religion | Christian |
| ○ Martial Status | Single |
| ○ Language Proficiency | English, Malayalam |
| ○ Visa | Residence Visa Expired |

DECLARATION

I, Priyanka Ann Mathew, hereby declare that all the information furnished above are true and correct with the best of my knowledge and I bear the responsibility of the above -mentioned particulars.