



**LEKHA  
UDAYAKUMAR**

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Dubai, United Arab Emirates






## OBJECTIVE

A talented individual seeking a challenging position in the field of Accounting, Finance and Internal Audit where my experience and interpersonal skills can be applied, developed, and collaborated with a team that enhances organization's success. Overall work experience of 8 years spread across the areas like Accounts Payables, Receivables, Inventory and generated monthly report to the Internal Audit Department







## PERSONAL DETAILS

Date of Birth :  27/11/1980  
Marital Status :  Married  
Nationality :  Indian



## LINGUISTICS

 SPEAK ♦ ENGLISH ♦ HINDI  
 READ ♦ ENGLISH ♦ HINDI  
 WRITE ♦ ENGLISH ♦ HINDI  
 NATIVE ♦ MALAYALAM



## EXPERTISE

- Monitoring daily communications and answering any queries.
- Answering telephone calls and emails and redirecting them to other employees when appropriate
- Typing reports, letters and other business documents
- Keeping an inventory of office supplies and ordering new materials as needed
- Overseeing clerical tasks, such as sorting and sending mail



## CAREER TIMELINE

*April 2021 - December 2021*  **Veg Bhavan Restaurant, Al Karama**  
Cashier

*February 2020 - March 2021*  **Reliable Industrial Equipment Co LLC, Dubai**  
Office Assistant Cum Accountant Assistant

*February 2017 - December 2019*  **Mariyumma Memorial Public School, Kerala**  
Receptionist and Office Assistant

*June 2011 - January 2017*  **Maharishi Vidya Mandir, Bangalore**  
Receptionist and Private Secretary



## ACADEMICS



 **CMJ University Meghalaya**  
Bachelor Degree Of Education

 **Tamil Nadu University**  
B A English Literature

 **NSS College for Women**  
Pre Degree



## IT SKILLS

-  MS Office Suite with advance knowledge
-  MS Word and Excel