**UMA SUNIL KUMAR   
Email :** [**uma.suniya@gmail.com**](mailto:uma.suniya@gmail.com) **Phone : 0091-9074249968   
 **

**OBJECTIVE**Seeking a challenging job and to became an integral part of a globally reputed firm so that I can utilize my skills and talents for the maximum benefit of the organization and to enhance personal capabilities and knowledge and thus contribute to the better functioning of the organization.

**EXPERIENCE   
(U.A.E)  
1.Dubai Sport Cargo & Transport (LLC)** (August 2018 to January 2019**)** Receptionist cumAssistant Accountant/Purchaser  **2. Omega Star Electromechanical Works L.L.C** (March 2016 August 2018)   
 Front office Receptionist cum Assistant Accountant/ Purchaser  
 **3**.**West Zone Fresh Supermarket L.L.C** (Feb.2013 to Feb.2015)  
 Accountants Assistant  
 **4.Al Falah Ready Mix Concrete** (March 2009 to March 2010)   
 Front office Assistant cum Accountants Assistant   
 **Duties & Responsibilities:**  Meeting and greeting clients and Booking meetings.  
  Maintains accounting records; filing documents. Fax operation, Photostat.  
  Screening phone calls and Updating the mails & mail reply – familiar of outlook  
  Maintains accounting databases by entering data into the computer; processing backups.  
  Posting daily invoices from the suppliers according to branch.   
 Bank deposit, visa card & all other internal entries.   
  Bank reconciliation, Supplier reconciliation.   
  Payment voucher preparation and printing cheques Sales report preparation.   
  Petty cash entry Entering delivery docket information for sales data and daily diesel consumption of vehicles.   
  Preparing truck mixer daily trips report and rejected delivery dockets report,preparation of invoice for customer   
 Preparing LPOs, co-coordinating with suppliers, checking Delivery Orders and invoices.

**INDIA   
1. Visa4Work, Kanhangad :** Outsourcing.   
**2.Central University of Kerala :** Data Entry Operator, Since April 2019 - Septermber 2020. **2. Palmgrove Heritage Resort, Kannur, Kerala : Front Desk Operator (Receptionist)** – 2 years **Duties & Responsibilities:**

 Meeting and greeting clients  
 Outsourcing. [Contacting people who are interested to work/study abroad and giving awareness]  
 Draw up Client bookings for tables and ensure that tables are set before clients’ arrival   
 Inform guests about the availability of tables and direct them to the tables   
  Arranging couriers  
  Keep records of the guests who visit the restaurant   
 Screening phone calls  Sorting and distributing post  
  Fax operation, Photostat, manual typewriting, filing of documents   
 Updating the mails & mail reply – familiar of outlook   
 Allotting rooms for the guest. Guiding the housekeeping staffs to clean it after vacating the rooms by the guests

**EDUCATION QUALIFICATION:**

 Bachelor of Business Studies (**BBS**) Degree. Year 2000-2003 Commerce, Kannur University- Kerala

 Pre Degree. Year 1998-2000 Science, Calicut University

**TECHNICAL SKILLS:**

 **COPA** (Computer Operator & Programming Assistant) MS Office, MS Dos, C, C++, FoxPro] From Orphanage ITC, Kanhangad

 **DCAP** (Diploma in Computerized Accounting Package) Indian & Foreign Accounting, Tally ERP, Peachtree, Daceasy From G Tec, Kasaragod

**PERSONAL INFORMATION:**Gender : Female  
Date of Birth : 27.08.1982  
 Marital Status : Married   
Nationality : Indian   
Languages known : English, Hindi, Malayalam& Tamil

**Passport Details:**Number : N4680281   
 Date of Issue : 11/11/2015  
 Date of Expiry : 10/11/2025

**DECLARATION**

I do hereby declare that the above-furnished details are true, correct and complete to the best of my knowledge and belief.

Yours Sincerely

. Uma Sunil Kumar.