

## CURRICULUM VITAE

### ANJU BENNY

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### Objective:

Secure a responsible career opportunity to fully utilize my trainings, skills and four years of working experience, while making a significant contribution towards organization's success.

### Educational Qualification:

*Bachelor of Commerce (B. Com.)* from MG University of Kerala.

### Working Experiences:

- 1 *Accountant cum Cashier at Al Aasima CO-OP, Khalifa City, Abu Dhabi (2 Yrs. from: 12-05-2017 to: Till Date)*
  - Handling customer with high level of satisfaction
  - Handling all accounts of customers and vendors.
  - Documents financial transactions and summaries current status
  - Update daily and monthly reports to the management
- 2 *Accountant cum Cashier at Sagar Group of company, Abu Dhabi (1 year from: 01-05-2015 to: 30-05-2016)*
  - Answer and direct phone calls
  - Handled cash transactions and petty cash
  - Prepare customer invoices and follow up for payments.
  - Handled financial documents related to company.
- 3 *Accountant cum Office Administrator at TMA Associates in India (1 Year From: 25-03-2014 to: 30-04-2015)*
  - Answer and direct phone calls and maintain contact details
  - Organize and schedule meetings. Write letters and emails.
  - Carry out administrative duties (filing, typing, copying, binding, etc...)
  - Submit and reconcile expense reports

### Computer Skills:

- Proficient knowledge in Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Hands on Experience in Tally ERP 9

**Personal Skills:** Strong communicational skills, highly motivated, collaborative, good customer Service experience, multitasking, self-motivation, team worker, time management.

### Personal Details:

Name	: Anju Benny	Date of Birth	: 29-NOV-1994
Gender	: Female	Marital Status	: Married
Nationality	: Indian	Passport No.	: L 8368139
Visa	: Employment Visa	Country of Residence	: UAE
Date of Joining	: Immediately	Languages Known	: English, Hindi, Malayalam & Arabic (Basics)

### Declaration:

I, hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Signature: *Anju Benny*