



# SAGAR P.K

ACCOUNTS & OFFICE ADMINISTRATOR

+971 565977392

sagarpk0544@gmail.com

Sharjah, Dubai

## PROFILE SUMMARY

- Overall **6+ Years'** Experience in Accounts, Administration field, handling books of accounts & Office Administration.
- Last **3 Years** worked in UAE as an Accountant & Assistant PRO

## ACADEMIC CREDENTIALS

- 2018** **MBA (Human Resource Management)**
  - Bharathiar University (Distance Education)
- 2015** **B.COM (Finance)**
  - Calicut University
  - MPMM SN Trust College, Shoranur, Kerala, India

## PROFESSIONAL QUALIFICATION

- Diploma in Financial Accounting (DFA)**

## TRAINING

- Accounts & Audit Trainee at JPKAD & Associates, Chartered Accountants for One Year (Jul 2015 – Jun 2016)

## AREA OF EXPERTISE

- Accounts
- HR
- Administration
- Typist
- Assistant PRO

## CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self-improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

## KEY SKILLS

Team Work

Work Ethic

Communication

Leadership

Organization skills

Time Management

Interpersonal ability

Detail Oriented

Punctual

Quick Learner

Hardworking

Analytic Skills

## EMPLOYMENT CHRONICLE

**ACCOUNTS & OFFICE ADMINISTRATOR** | Sept 2018 – Aug 2021

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### KEY RESPONSIBILITIES

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Support budgeting and bookkeeping procedures
- Track stocks of office supplies and place orders when necessary
- Preparing financial documents such as invoices, tax filings, and monthly profit reports.
- Managing the flow of petty cash by recording all monetary transactions.
- Immigration, Labour applications typing & Submission

**ACCOUNTANT** | Jul 2016 – Aug 2018

**A.M MOTORS (Authorized Maruti Suzuki Dealer), INDIA**

### KEY RESPONSIBILITIES

- Compiling, analysing, and reporting financial data.
- Presenting data to managers, investors, and other entities.
- Maintaining accurate financial records.
- Performing audits and resolving discrepancies.
- Computing taxes.
- Assisting management in the decision-making process by preparing budgets and financial forecasts.

### COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★
Tally	★ ★ ★ ★
Basic Operation	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★

### LANGUAGES KNOWN

English	<div><div></div></div> 100 %
Malayalam	<div><div></div></div> 100 %
Hindi	<div><div></div></div> 85 %

### INTERESTS

		
Football	Travelling	Reading

### REFERENCE

- Available upon request

### PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

### PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 11-04-1995
Nationality	: Indian
Marital Status	: Single
Permanent Address	: Padinjakkara House, Desamangalam, Thalassery, Thrissur, Kerala, India

### PASSPORT DETAILS

Passport Number	: M 9285554
Date of Expiry	: 01-06-2025
Place of Issue	: Cochin
Visa Status	: Visit Visa

### DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

**SAGAR P.K**