

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 PB.COM (Finance)

- Calicut University
- MPMM SN Trust
 College, Shoranur,
 Kerala, India

PROFESSIONAL QUAIFICATION

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		nic	c Communication			Leadership	
Organization sk	Tir	Time Management			Int	Interpersonal ability		
Detail Oriented	Punctual		Quic	Quick Learner		Hardworking		Analytic Skills

EMPLOYMENT CHRONICLE

ACCOUNTS & OFFICE ADMINISTRATOR | Sept 2018 – Aug 2021
AFNAN TYPING & DOCUMENTS COPYING, UAE

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

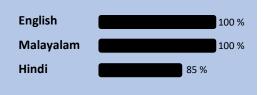
KEY RESPONSIBILITIES

- 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 $\star \star \star \star$ Tally $\star \star \star \star$ Basic Operation $\star \star \star \star \star$ Internet & Email $\star \star \star \star \star$

LANGUAGES KNOWN



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