



SYALIMA T.M

E-mail : tmsyalima3@gmail.com
Mobile : 052 2972255

Professional Qualification:

MASTER IN BUSINESS
ADMINISTRATION

Personal Data:

Date of Birth : 31-01-1990
Sex : Female
Nationality : Indian
Marital Status : Married
Passport No : N2341142
Visa Status : Cancelled Visa

Languages Known:

- English
- Tamil
- Hindi
- Malayalam

RESUME

Career Objective

To be a part of an organization where I can expose my professional skills in the field of Accounts and Administration for which I am ready to take any challenges that demands hard work.

Skills & Strengths

- **Computer skills:** MS Word, Excel, Power point Tally ERP 9 and working experience in CRM Software. Can adapt to new software easily.
- **Communication and learning skills:** Good communication skills in both English & Malayalam. Quick learning skills

Work Experience

Admin & Accounts Executive 14th May 2018– 30 Jun 2020

Desert Deer Building Contracting LLC, Al Qusais, Dubai

Role Description:-

- Managed office operations including communications, mail distribution and supply ordering and inventory control.
- Responsible for all Admin related works and assisting PRO for all activities related to labor and immigration.
- Scheduling and organizing meetings.
- Type's letters, memos and/or reports.
- Greeting guest, answering calls in a friendly manner.
- Maintaining day-to-day Accounting activities and complete systematic Books of Accounts using Tally ERP 9
- Review account activities for reasonableness and accuracy on a monthly basis.
- Control petty cash, prepare render accounts of individuals & departments
- Preparing and sending LPO
- Bank Reconciliation and Tax returns filing
- Tracks and request site material as per requirements.
- Preparing Payroll, Leave Settlements & Final Settlements
- Preparing documents for new labor contract & labor contract renewal
- Preparing the list for visa and labor renewal monthly
- Updating internal HR databases
- Completed accurate calculation and processing of payroll managed billing, invoices, proposals and files.
- Excellent in Microsoft Excel and Outlook
- Thorough knowledge of Immigration

Canapprove Immigration Consultancy ,Kochi

Role Description:-

- Oversee all aspects of the Visa and Immigration Service, ensuring that the process runs smoothly.
- Face-to-face client handling.
- Checking eligibility of each client for corresponding application process.
- Follow up the clients through telephone and email services.
- Coordinating with the documentation team to ensure the complete collection of all relevant documents required for immigration visa application process.
- Ensure the correctness by checking all legal documents provided by the client.
- Maintain strong working relationships with all clients, colleagues and across the departments in organization.
- Handling the risks and responsibility for Immigration issues and operations.
- Updating client's status and documents CRM software regularly.
-

Accounts Executive

23 May 2016- 31 August 2016

Lakshya CA Campus, Kochi

Role Description:-

- Keep financial records and establish, maintain and balance various accounts using manual and computerized systems.
- Maintaining the status of funds.
- Responsible for expenditure and collection transactions.
- Avoiding outstanding expenses and managing the petty cash.
- Reporting the daily, weekly and monthly fund statements.
- Update accounts payable and perform reconciliations.
- Calculate and prepare cheques for payrolls
- Assist senior accountants in the preparation of monthly/yearly closings

Strength

- Straight forward to work
- Analytical mind and positive attitude.
- Quickly adaptable to changing work environments.
- A quick learner, meticulous and focused.
- Ability to convey information in detail.
- Strong consultative, listening, leadership and communication skills.

Educational Qualification

Year	Qualification	University	Status
2014	MBA- Finance	MG University	First class
2011	BSc Mathematics	MG University	First class
2008	Higher Secondary	State Board	First class
2006	SSLC	State Board	Distinction

Declaration

I do hereby declare that all the above given pieces of information are true to the best of my knowledge and belief.

Place :Dubai

SYALIMA T M