



**Mobile : +971 55 5608448**  
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### **Key Skills:**

- Target oriented with good time management skills
- Highly self-motivated and exude a positive attitude
- Good Team Player
- Adaptability
- Quick Learner
- Able to Operate Under Pressure

### **Computer Skills:**

- MS Office package: Microsoft word, Excel, Power point
- Internet: Browsing , Uploading, Downloading & Mailing
- Tally ERP 9
- System Intellect

## **SOFI SAMUEL**

### **Personal Assessment:**

Being a highly motivated and result oriented team player, I undertake my responsibility with a mature outlook and with target driven approach. Hardworking and enthusiastic for challenges, my main aim will be to grow as a positive contributor for the organization I work in.

### **Education:**

- **Master of Business Administration (MBA)**  
(March 2019-June 2020)  
Swiss Business School, Abu Dhabi
- **Bachelors of Commerce(B.COM)** (2014-2017)  
(Majoring in Accounting and Finance)  
Our International Institute, Abu Dhabi
- **Higher Secondary**(April 2013-March 2014)  
Sunrise English Private School, Abu Dhabi

### **Work Experience:**

#### **First Abu Dhabi Bank (FAB)**

**-Data Entry Operator -Data Integration Project**  
(November 2017-September 2018)

I bring with me integration experience by being a part of the merger journey of the biggest banks in UAE. I was part of the data cleansing and data transformation team. I have also been part of data migration and UAT testing where the gaps between both the banks were identified and system development were done whenever applicable.

- Data cleansing of Date of Birth, Emirates ID, Customer Name, Account Titles, Passport Number, Passport Expiry Dates, Visa Number, Visa Expiry Date, Residency Status, P.O box, Joint Relation.
- Data Transformation:  
Customer name truncation and Account title truncation that it fits in the Target Application.

**Personal Details:**

Gender : Female  
Nationality : Indian  
Date of Birth : 25th June 1996  
Marital Status : Married  
Languages Known : English, Hindi,  
and Malayalam  
Visa Status : Dependent Visa

**Reference:**

Available on request.

- Preparing and sorting documents for data entry
- Entering data into database software and checking to ensure the accuracy of the data that has been inputted
- Resolving discrepancies in information and obtaining further information for incomplete documents.
- Responding to information requests
- Bank Account Opening and Account Maintenance.

**Liberty Information Technology, Abu Dhabi**

-Administrator cum Assistant Accountant  
( June 2017-October 2017)

- Managing day-to-day transactions.
- Provides information by answering questions and requests of customers.
- Organize and make arrangements for meetings.
- Create and maintain accurate records of customers and ensure that all records are backed up on a regular basis
- Update customer database with sales orders, delivery, and payment details.
- Develop and maintain a filing system.
- Handling petty cash.
- Preparing financial documents such as invoices, bills, and accounts payable and receivable.
- Provide assistance to prepare financial statements