



PROFILE

To support the growth and profitability of an organization that provides challenges, encourages advancement, rewards the achievement with the opportunity to utilize my substantial experience and skills.

ANJALI A. A

OFFICE ADMINISTRATION

CONTACT

052 44 32 414

janmaanjali@gmail.com

Abu Hail, Dubai - UAE

DETAILS

Date of Birth : 26/01/1996

Visa Status : Employment Visa

Visa Validity : 20/07/2023

EDUCATION

BACHELOR OF COMMERCE DEGREE
CALICUT UNIVERSITY

2013-2016

GOVERNMENT OF KERALA – PLUS
TWO

2010-2012

GOVERNMENT OF KERALA - SSLC
2009-2010

WORK EXPERIENCE

DUBAI, UAE

**Sales Coordinator cum Office Administrator,
AHMED ABDULLA REAL ESTAE, Business Bay,
Dubai (April 25/ 2019- onwards) BRN -50305**

- Act as the point of contact between the manager and internal/external clients
- Screen and direct phone calls/Emails and distribute correspondence
- Handle requests and queries appropriately
- Produce reports, presentations and briefs
- Devise and maintain office filing system
- Handling CRM and monitoring other Property advertisement portals.
- Submit required documents for each property to get Trakheesi Permit
- Monitoring inventory for sales, rentals, and renewals.
- Create and maintain spread sheets in Excel and reporting to the Managing Director
- Compose, edit and draft letters, addendum, and property-related contracts.
- Calling Landlords, checking availability, arranging viewings
- Answering Inquiries, assisting clients
- Compile, organize and accurately finalize documents for office records.
- Edit property pictures
- Manages social media marketing (Facebook, Instagram, LinkedIn, etc.)

Payroll Accounting:

Creating employees records, calculation of wages/salary and overtime, preparing salary sheet and salary disbursement, salary transfer, calculation of end service obligation, generating monthly/yearly reports

Accounts Receivables and Payables :

Customer/Suppliers accounts reconciliations, handling customer receipts and payments to suppliers, credit control, debtors aged analysis, payment follow-ups.

KERALA - INDIA

**29-Jan 2018 to 23 Feb 2019 - Xpertise Complete Civil Consultancy in India,
Accountant / Office Administrator .**

Duties and responsibilities

- Preparation of bi-weekly invoice and expense claim payment runs.
- Assist in the preparation of monthly balance sheet account reconciliations.

EXPERTISE

MS Office



PHOTOSHOP



ILLUSTRATOR



3 D Max



- Inputting of supplier invoices and employee expense claims to the ledgers.
- Preparing sales invoices & the upkeep of an accurate accounts filing
- Preparation and input of month end journal vouchers.
- Preparation of various reports for senior managers.
- Inputting, matching, batching and coding of invoices.
- Responsible for financial accounts including budgets and cash-flow
- Following standardized company procedures relating to all aspects of Office performance.
- Answering incoming calls in a professional manner.
- Maintaining suitable and sufficient office stationary levels.
- Establishing stationary requirements for the Office.
- Updating databases with confidential and relevant information.
- Coordinating and communicating activities for the Office, including all employee events.

LANGUAGES KNOWN

ENGLISH



MALAYALAM



HINDI



TAMIL



DECLARATION

I hereby declare that the above particulars furnished by me are true and correct to the best of my knowledge and belief.

ANJALI A. A

-DUBAI-UAE-