



UMA SUNIL KUMAR

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OBJECTIVE

Seeking a challenging job and to become an integral part of a globally reputed firm so that I can utilize my skills and talents for the maximum benefit of the organization and to enhance personal capabilities and knowledge and thus contribute to the better functioning of the organization.

EXPERIENCE

(U.A.E)

1.Dubai Sport Cargo & Transport (LLC) (August 2018 to January 2019)

Receptionist cum Assistant Accountant/Purchaser

2. Omega Star Electromechanical Works L.L.C (March 2016 August 2018)

Front office Receptionist cum Assistant Accountant/ Purchaser

3.West Zone Fresh Supermarket L.L.C (Feb.2013 to Feb.2015)

Accountants Assistant

4.Al Falah Ready Mix Concrete (March 2009 to March 2010)

Accountants Assistant

Duties & Responsibilities:

- ☐ Meeting and greeting clients and Booking meetings.
- ☐ Maintains accounting records; filing documents. Fax operation, Photostat.
- ☐ Screening phone calls and Updating the mails & mail reply – familiar of outlook
- ☐ Maintains accounting databases by entering data into the computer; processing backups.
- ☐ Posting daily invoices from the suppliers according to branch.
- ☐ Bank deposit, visa card & all other internal entries.
- ☐ Bank reconciliation, Supplier reconciliation.
- ☐ Payment voucher preparation and printing cheques Sales report preparation.
- ☐ Petty cash entry Entering delivery docket information for sales data and daily diesel consumption of vehicles.
- ☐ Preparing truck mixer daily trips report and rejected delivery dockets report,preparation of invoice for customer
- ☐ Preparing LPOs, co-coordinating with suppliers, checking Delivery Orders and invoices.

INDIA

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1.Central University of Kerala : Data Entry Operator, Since April 2019 till date.

2. Palmgrove Heritage Resort, Kannur, Kerala : Front Desk Operator (Receptionist) – 2 years

Duties & Responsibilities:

- ☐ Meeting and greeting clients
- ☐ Draw up Client bookings for tables and ensure that tables are set before clients' arrival
- ☐ Inform guests about the availability of tables and direct them to the tables
- ☐ Arranging couriers
- ☐ Keep records of the guests who visit the restaurant
- ☐ Screening phone calls ☐ Sorting and distributing post
- ☐ Fax operation, Photostat, manual typewriting, filing of documents
- ☐ Updating the mails & mail reply – familiar of outlook
- ☐ Allotting rooms for the guest. Guiding the housekeeping staffs to clean it after vacating the rooms by the guests

EDUCATION QUALIFICATION:

- ☐ Bachelor of Business Studies (BBS) Degree. Year 2000-2003 Commerce, Kannur University- Kerala
- ☐ Pre Degree. Year 1998-2000 Science, Calicut University

TECHNICAL SKILLS:

- ☐ **COPA** (Computer Operator & Programming Assistant) MS Office, MS Dos, C, C++, FoxPro] From Orphanage ITC, Kanhangad
- ☐ **DCAP** (Diploma in Computerized Accounting Package) Indian & Foreign Accounting, Tally ERP, Peachtree, Daceasy From G Tec, Kasaragod

PERSONAL INFORMATION:

Gender : Female
Date of Birth : 27.08.1982
Marital Status : Married
Nationality : Indian
Languages known : English, Hindi, Malayalam& Tamil

Passport Details:

Number : N4680281
Date of Issue : 11/11/2015
Date of Expiry : 10/11/2025

DECLARATION

I do hereby declare that the above-furnished details are true, correct and complete to the best of my knowledge and belief.

Yours Sincerely

Uma Sunil Kumar.