

SUJA .S

Accounts Assistant / Technical Clerk

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City Address: Musaffah, Abu Dhabi, UAE

Citizenship: Indian



Objectives

To be part of the firm, to share responsibilities for developing, upgrading and enhancing the growth of the firm and thereby putting my skills in to use in a proper manner as necessitated by the concern and to gain valuable experience.

Educational Qualifications

SSLC : State Board of Public Examination -1996

PRE DEGREE : COMMERCE, Kerala University- 1998

DEGREE : B.com with Computer Application, Kerala University- 2001

COPA : (Computer Operator and Programming Assistant), Ministry of Labor, Govt. of India – 2001

PGDCA : (Post Graduate Diploma in Computer Application), Awarded by Institute of Human Resource Development-2002

TALLY : Awarded by Centre for entrepreneurship development

PRACTICAL ACCOUNTING: Awarded by Accounting Academy PMG

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Personal Details

Sex : Female

Date of Birth : 18th May 1981

Marital Status : Married

Nationality : Indian

Languages Known : Malayalam, English & Hindi

Hobbies : Music, Reading

Visa Status : Visit Visa

Working Experience

Currently Working as Billing Staff Cum Accounts Assistant at Al Saj , Kazhakuttom

- Worked as a Office Assistant in Nikunjam Owners Association last 2 years performing in accounts, Handling Cash, Mail handling in Office, arranging meeting with clients , Instructing and recording caretakers, House Keeping staffs and Security's day today duties, keeping files and govt. papers, Maintain attendance register, salary calculation, cheque issues and cash dealing of bank
- Worked as a Accountant Cum cashier for 2 years at Concept Bikes Kazhakuttom- maintaining day today Expense and Incomes, Bank reconciliation helping salary calculation, maintaining the attendance register, Cash deposit in bank and expense handling
- Worked as a Junior Programmer, for 2 Year 6 Months. Under the project Human Resource Portal developed by CDAC Vellayambalam, and giving field support in Directorate of Health Services, Thiruvananthapuram - Recording files in HR Portal, scanning and uploading files, Checking the connection, reporting and arrange the maintenance staffs, Providing and replacing the damaged parts, Arranging meetings, Reporting all the activities to superiors and file it
- Worked as a System Supervisor, for 6 Months . Under the project KWATS developed by ITMC Thiruvananthapuram, and giving field support in Sale Tax Department, Thripunithura. To help the govt employees how to prepare and calculate the tax, maintaining the internet connection, supplying and proper handling in machines, Mail reporting, replying and recording in files.
- Worked as a Project Instructor, 1 year . Under the project Website Design developed by Netx Ernakulam, and giving field support in Rajadhani Institute of Engineering and Technology, Attingal- Collecting, Filing and uploading files into site, arranging meeting, mail checking and replying etc
- Worked as a security guard, for 2 years at Infosys Trivandrum- Handling and maintaining safety equipment like scanner, fire extinguisher, metal detector, walky talky etc, recording day to day duty and maintaining files, Reporting all duties to team leaders
- Worked as a Cashier cum Accountant in a supermarket at Technopark kazhakuttam- accounts handling, Banks day today works, maintaining stock properly , Billing and receiving cash , inventory maintenance etc

Experience: 15 years experience in various fields

Personal Skills

Leadership skills, Interpersonal & Group Behavior skill, Coordinating Skill, Communication Skill & hardworking skill.

Computer Proficiency

DTP, MSWord, MicrosoftExcel, MicrosoftPower Point, Outlook Express, Internet.
& Tally

Declaration

I, **Suja .S**, hereby declare that above furnished details are true to the best of my knowledge.

SUJA .S