

Resume



Sajana Pathiyil
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Objective:

To be a top-notch professional in Finance or Accounts and to keep myself acquainted with the latest technology buzz as to upgrade my knowledge when the need arises and to serve in an organization which provides me with a professional environment where I can acquire the required skills and serve the organization through my knowledge and experience and to build a career along.

Personal Details ○

Age & Date of birth	: 26, 15/01/1994
Sex	: Female.
Nationality	: Indian.
Permanent address	: Room No-3, Day Mart Hypermarket Building, Near to Kalifa University, Muroor, Abudhabi, United Arab Emirates. 167788
Telephone	: 00971-544017271
Education Qualification	: Bachelor of Commerce(B-COM) (June 2011 – April 2014) University of Calicut (CGPA-6.2)

Higher Secondary Certificate
(Bharathmatha Higher Secondary School)
(June 2009 – May 2011)

○ Attribute/Abilities

- Excellent interpersonal and communication skills
- Self- motivated, methodical and process driven
- A team player, continuous learner and proactive
- Tenacious, independent and willing to take the initiative

○ **Skill Enriched**

- Banking Transactions
- Bills Accounting
- Tally ERP 9
- Finance & Computing
- Audit Assist
- MS Office Financial Review Meetings
- Cross Functional Team Interactions
- Managing Cash Flow
- Handling Invoice disputes

Experience

: 6 months worked as an Accountant in tax Consultancy.

1 year worked as an Accountant in Advocates & Legal Consultants.

○ **Languages Known**

: ENGLISH, MALAYALAM, HINDI & TAMIL.

I hereby declare that the above written are to the best of my knowledge and belief.

Sajana Pathiyil