

ANJALI RAJEEV

OFFICE ADMINISTRATOR CUM ACCOUNTANT



PROFESSIONAL SUMMARY

anjalirajeev666@gmail.com ☎ +971505368664 📍 DUBAI, UAE

Adaptable and motivated accounting specialist eager to apply office administration experience and skills in report documentation towards supporting financial processing goals for an enterprise company. Seeking an opportunity to master accounting roles with increasing levels of responsibility. Meticulous administrative professional, dedicated to supporting administrative workflows and cultivating an error free work environment by leveraging adaptive and active learning skills to promptly assimilate work processes and properly execute tasks assigned by supervisors.

WORK EXPERIENCE

- **ACCOUNTANT CUM OFFICE ADMINISTRATOR**
DAR AL REEM ELECT. MOTOR TURNING LLC
Sharjah - UAE
2023 to 2024
- **ACCOUNTANT**
RENUKA RUBBERS LLC
KERALA - INDIA
2019 TO 2020

SKILLS

- Customer relationship management skill.
- Prepare financial statements.
- Knowledge of accounting principles.
- Decision making and strategic planning.
- Familiarity with office procedure and protocol.
- Problem solving and critical thinking.
- Communication skills.
- Data entry and book keeping.
- Analysis and report making.

INTERNSHIP

Office secretary
Jan 2015-feb 2015

EDUCATION

- **University of Calicut**
B.COM co-operation
- **Medical coding diploma.**
- **Gvhss thiruvilwamala**
High school
- **Gvhss thiruvilwamala**
SSLC, India.

CERTIFICATIONS

- Medical coder and biller
2023 UAE
- Shorthand and typing
- Hindi Prathamik.
- On job training [office assistant]

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

PERSONAL DETAILS

- Nationality
Indian
- Date of birth
02/10/1996
- Visa status
dependent visa
- Passport details
P1904765

DECLARATION

I certify that the information provided in this resume is true and accurate to the best of my knowledge.