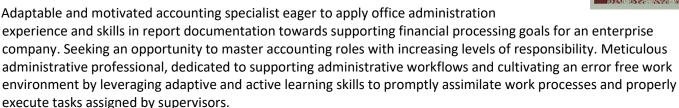
# ANJALI RAJEEV OFFICE ADMINISTRATOR CUM ACCOUNTANT

## **PROFESSIONAL SUMMARY**



## 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 Prathamic.
- 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.

