

ARULMOZHI A M

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Mozhiuthra000@gmail.com



Work Experience

3 years

Age

25

Career objective

To work in a challenging environment using all my skills and seek opportunity for continuous learning as well as contribute to my organization to the best of my potential.



Education

B.Tech Biotechnology

Anna University Trichy
Tamil Nadu

Passed out, April 2016

Marks **75.5%**

First class

Higher Secondary

State Board
St. Theresa's girls higher secondary school,
Thiruthuraipoondi, Thiruvarur, Tamil Nadu

Graduated, May 2012

Marks **96.25%**

SSLC

State Board
St. Theresa's girls higher secondary school,
Thiruthuraipoondi, Thiruvarur, Tamil Nadu

Graduated, July 2010

Marks **98.2%**



Work Experience

APRIL 01, 2019 – TILL DATE

ADMIN & ACCOUNTS ASSISTANT

ANWAR AL BASHAIER BLDG, MAT.CO.LLC.
SHARJAH, UAE

RESPONSIBILITY:

- Good at excel such as pivot table
- Knowledge in PACT accounting software
- Good at excel such as pivot table
- Knowledge in PACT accounting software
- Posting the daily and processing journal entries to ensure all business transactions are recorded
- Making sales order, delivery note & printing invoices.
- Making PURCHASE ORDER, GRN & PURCHASE INVOICES
- Maintaining of files for all the salesmen, weekly sale, cash memo, cash purchase, sales return, credit applicant, paid purchase invoice
- Entering vat voucher and Closing of daily cash sale

- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Handling of petty cash
- Making telephone bill summary for every month
- Maintaining and order for stationary items & maintenance of Attendance report
- Adding customer account and new product into the system
- Entering production & checking purchase entry to maintain the stock
- Maintaining creditors lists
- Send weekly & monthly reports regarding sales, petty cash, daily cash sale, leave report.

JUNE 13, 2016 – AUGUST 08, 2018

Assistant accounts cum Patent analyst

Dextrasys

Trichy, Tamilnadu

RESPONSIBILITY:

- Knowledge in ZOHO SOFTWARE
- Entering of daily business transactions and making quotations for IT related purchase
- Handling of petty cash
- Handling client and project related mails.
- Grabbing new national and international clients for the project work.
- Handling all in and out calls for project.
- Responsibility to guide the employees and assigning the project deadline.
- Team leader for drafting of patents
- Handling administration work
- Proficient in MS word, MS excel and MS power point with good communication and convening skills
- Arrange client meetings for project related work.
- Arrange tour and cultural activities.
- Responsible to handle Skype calls of international clients.

Skills

- Communication skills
- Leadership
- Business process improvement
- Project scheduling
- Planning / Event Planning
- Quick- learner
- Soft-Spoken
- Client handling



Languages

- English
- Tamil



Personal Details

Father's Name : Muruganandam A
Date of Birth : 27-08-1995
Gender : Female
Marital Status : Single
Nationality : Indian

Declaration

I, Arulmozhi, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Arulmozhi A M

Emirates ID: 784-1995-3768385-8

Place :
Date :