

HIMA APPUKUTTAN



Personal Information

Address

Sharjah-UAE

➤ Mobile No.

+971552207116

➤ E-mail

himaj09@gmail.com

➤ Date of Birth

20-12-1992

➤ Passport No

N3006185

➤ License No

3963169

➤ Visa Status

Husband Visa

➤ Languages Known

English, Hindi, Malayalam & Tamil

Professional Summary

A resourceful and straightforward talented person with the ability to take on challenged project, assignments. Highly competent professional who can be trusted with even the most confidential projects. Excels in turning disorganized environments into smooth running operations and overhauling administrative processes to improve Accuracy and efficiency. Self-starter and quick learner and always exceed the expectation. Excellent analytical, reporting, controlling and management skills. PC proficiency with Microsoft Office.

Common sense intelligence with expertise in:

- Computerized accounting Preparation of monthly statements Regulatory
- Finalization of accounts
- Compliance & Reporting MIS
- Cost accounting and cost Analysis
- Preparation and presentation of Handling cash and bank transaction Reconciliation of accounts.
- Controlling various expenses
- Co ordination and Administration.
- Handling Vendors account
- Payroll (Manual and computerized)
- ERP Tally
- Budgeting and comparison with actual
- Well versed in MS Office
- Monitoring and maintaining books of Accounts
- Voucher preparation
- Rising invoices and follow up for payment.

Work Experience (2 years)

I worked as an Internal Audit Assistant in Genuine India Development Solutions Private Limited at Coimbatore India and sales coordinator in Prime Zone Electronics L.L.C Dubai.

Academic Qualification

- **M.COM** {Master of Commerce} passed in **First class** with **Distinction** from Sree Narayana Guru College, Coimbatore in **April -2015 (84%)**
- **B.COM{C.A}** { Bachelor of Commerce in Computer Application }passed in **First class** from V.V.College of Science & Technology , Kanjikode in **April -2013 (72%)**

➤ Computer Proficiency

MS Office(Word ,Excel ,Power Point & Outlook), Tally ERP9
Internet & E-mail

➤ Father's Name

Mr. R. Appukuttan

➤ Nationality

Indian

➤ Religion

Hindu

➤ Areas of Interest

Account Assistant
Data entry
Administrative Assistant
Junior Accountant
Sales Coordinator
Receptionist
Customer Service Executive
Relationship Executive
HR Assistant

SKILLS

- **Effective Communicator:** Proven Abilities in Reporting and presenting to management, Applicable language skills in **English, Malayalam, Tamil & Hindi** Language.
- **Commitment to Results:** Committed to sustainability and empowerment through in depth knowledge of Accounting and Finance.
- **Practical Skills:** Collaborate effectively with people of diverse cultural, socio -economic & national background. Experience in Coordinating, administration & controlling team to achieve predetermined goals and experience with computer software such as **M S office(Word , Power Point , Outlook & Excel)**, Social Media Platforms , Google Applications. Well versed with accounting software **Tally E R P.**
- **Management Skills:** Excels in turning disorganized environments into smooth running operations and overhauling administrative processes to improve accuracy and efficiency. And;



Quality

Striving for excellence in my profile, proposals and work



Honesty

Representing myself and my capabilities truthfully



Respect

Showing consideration for all members of the community



Timeliness

Responding to clients and delivering as promised



Professionalism

Delivering the highest level of customer satisfaction



Integrity

Keeping clients on work and honoring the Terms of Service

I hereby declare that all above details are true to my knowledge and will work with utmost sincerity and commitment to the Organization.

****Available to join immediately****

Date:

Hima Appukuttan