

# RESHMA CHITTOZHI



reshmachittozhi45@gmail.com



+971 569013094



Muweilah Commercial,  
Sharjah,  
United Arab Emirates

## SKILLS:

- Good communication skills
- Self-confident
- Problem solving ability
- Time management

## LANGUAGE SKILLS:

### Speaking:

- English
- Hindi
- Tamil
- Malayalam

### Reading & Writing:

- English
- Hindi
- Malayalam

## PERSONAL DETAILS:

Date of Birth : 25-02-1998  
Gender : Female  
Nationality : Indian  
Marital Status : Married  
Husband's name: Dhanish  
Passport no. : U6765065  
Date of Issue : 21-09-2020  
Visa status : Residence  
visa sponsored by husband.  
Visa expiry : 05-09-2023

## RESUME OBJECTIVE:

Accountant with UAE experience aiming to obtain a challenging position in a forward looking company for utilizing my skills and abilities that offers professional growth while being resourceful, innovative and flexible.

## PROFESSIONAL EXPERIENCE:

### MAY 2021 - TILL DATE:

**Company: Telelink Communication Networks and Tech Contracting LLC, Sharjah, UAE**

**Position : Accountant cum Administrative Officer**

Acted as the first point of contact for all inquiries and directed them to relevant departments/ people.

Preparing and sending Quotations for the inquiries received in coordination with the concerned department.

Prepared daily reports, month-end balance sheet reconciliations, recording transactions , creating reports, tracking income and checking expense figures for accuracy.

Assisting Sr. Accountant in VAT filing at the end of the month.

## EDUCATION:

### POST GRADUATION

Degree : M.COM (Finance)  
Classification : First Class  
University : University of Calicut  
College : Ideal Arts & Science College  
Year of passing : 2020

### GRADUATION

Degree : B.COM (Cooperation)  
Classification : First Class  
University : University of Calicut  
College : Ideal Arts & Science College  
Year of passing : 2018

## COMPUTER PROFICIENCY:

- TALLY
- ALL EDITIONS MS OFFICE

## DECLARATION:

I sincerely believe that the above mentioned facts are true to the best of my knowledge.

RESHMA.C  
Sharjah