

SNEHA SUSAN RAJU



Career Objective

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of your company.

Professional Summary

Adaptable, open-minded, analytical accounting personnel with 2 years of experience eager to join a respectable, customer- focused institution as an accountant.

Certifications

1. Certificate in **Word Processing and Data Entry** from The Kerala State Rural Women's Electronics Industrial Co-operative Federation Ltd.
2. Professional Diploma in **Computerized Financial Accounting** from The Kerala State Rural Women's Electronics Industrial Co-operative Federation Ltd

Contact

Address: 34, Block 14,
Sheikh colony, Quasis,
Dubai, UAE.

Phone: +971547875569

Email: sneharaju761@gmail.com

Passport no: U9719982

Emirate ID: 784-1996-6654203-2

Visa Status: Spouse visa

Personal Information

Husband's name: Danny Mohan

Father's name: Raju Daniel

Mother's name: Suja Raju

Date of birth: 14-05-1996

Nationality: Indian

Religion: Christian, Orthodox.

Personal Interests

- Taxation
- Accounting
- Marketing
- Business management
- Logistic & supply chain management

Personal Strength

- Leadership quality.
- Quick learner
- Ability to work independently /Together in a team.
- Good Negotiation skills.
- Time management
- Pleasing personality.

Language

- Malayalam
- English
- Tamil
- Hindi

Experience

1. Assistant Accountant, DG JONES & PARTNERS.

Control Tower, Motor City, Dubai, UAE – 27th June 2021 – 31st August 2022.

- Preparing invoices for projects and entering invoices in Oracle.
- Time sheet updating, data entry.
- Perform accounting functions as assigned by the Head of Accounts.
- Assisting for the internal VAT audit.
- Reconcile accounts receivables and payables & bank statement monthly.
- Managing petty cash on excess of AED 25,000
- Closing files at the end of the month.

2. Assistant Accountant, Our own supermarket.

Pathanamthitta, Kerala, India - Apr 2020 – Apr. 2021.

Education

<u>Education</u>	<u>Board/University</u>	<u>Subject/Branch</u>	<u>CGPA</u>
M.com	Mahathma Gandhi University	Finance	8.1
B.com	Catholicate college, Pattanamthitta.	Finance & Taxation	7.27
12th	Kerala State	Commerce	8.2
10th	CBSE	Science	8

Academic Projects

Study on customer satisfaction of core Banking System of SBI Pathanamthitta – For CBCSS Model 1 - B.com Degree program of Mahatma Gandhi University.

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Dubai

Date: 10/03/2023

Sneha Susan Raju