

# ANJALI RAJEEV

## OFFICE ADMINISTRATOR CUM ACCOUNTANT



### PROFESSIONAL SUMMARY

[anjalirajeev666@gmail.com](mailto:anjalirajeev666@gmail.com) 📞 +971505368664 📍 SHARJAH, UAE

Adaptable and motivated accounting specialist eager to apply office administration experience and skills in report documentation towards supporting financial processing goals for an enterprise company. Seeking an opportunity to master accounting roles with increasing levels of responsibility. Meticulous administrative professional, dedicated to supporting administrative workflows and cultivating an error free work environment by leveraging adaptive and active learning skills to promptly assimilate work processes and properly execute tasks assigned by supervisors.

### WORK EXPERIENCE

- **ACCOUNTANT CUM OFFICE ADMINISTRATOR**  
DAR AL REEM ELECT. MOTOR TURNING LLC  
[customer handled: AL shirawi firefighting, Fire tech, Fire 7, triolight etc.]  
Sharjah - UAE  
2023 to 2024
- **ACCOUNTANT**  
RENUKA RUBBERS LLC  
KERALA - INDIA  
2017 TO 2020

### EDUCATION

- **University of Calicut**  
**B.COM co-operation**
- **Medical coding diploma.**
- **Gvhss thiruvilwamala**  
High school
- **Gvhss thiruvilwamala**  
SSLC, India.

### SKILLS

- Customer relationship management skill.
- Prepare financial statements.
- Knowledge of accounting principles.
- Familiarity with office procedure and protocol.
- Familiar with ZOHO book software.
- Customer handling & communication.
- Data entry and book keeping.
- Quotation creation & invoicing.

### CERTIFICATIONS

- Medical coder and biller  
2023 UAE
- Shorthand and typing
- Hindi Prathamik.
- 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

### INTERNSHIP

Office secretary  
Jan 2015-feb 2015

### DECLARATION

I certify that the information provided in this resume is true and accurate to the best of my knowledge.