

CURRICULUM VITAE



REMYA RAJ S

Personal Profile

DOB 01/01/1992
Gender Female
Nationality Indian
Marital Status Married

For Communication

+971 564636110
Umm Al Quwain, UAE

E-mail:

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Languages Known

English, Malayalam, Hindi

Passport Details

Passport No R 3090037
Nationality Indian

Expert knowledge

Tally.ERP, Microsoft
Office(Word,Excel,Powerpoint,
Access)

Work Experience

3 years

To work in a challenging environment by seeking a position as a **Accountant / Office Coordinator, Office Administrator or Procurement assistant** with a well-established organization that rewards loyalty, hard work, positive results in the team environment which could augment and improve my skills and technical knowledge and an opportunity to upgrade my efficiency and skills.

- Good communication, interpersonal, and customer service skills
- Expert in data entry using database management software and Accounting in Tally.ERP.
- Excellent multi-tasking, coordination, and organizational skills.
- Excellent in Attention to detail with good time management skills.
- Good Team building Skills. A quick learner with a 'Can-do' attitude.

WORK EXPERIENCE

Organization Name : Hilton Hyndai

Working Period : June 2013 To Aug. 2015

Job Title : Coordinator cum Accounting assistant.

Organization Name : Asian Accounting Company

Working Period : March 2019 to Dec. 2019

Job Title : Accountant

Course : **COMPUTERIZED FINANCIAL ACCOUNTING**
Period : 2018 to 2019 Kerala Technical Education. (TALLY)

Course : **B.COM**
Period : 2010 to 2013, Kerala University

Visa Status : **3 Month Visit visa**
Period : Upto 20.02.2022