

ARYA PRAVEEN

Al Nuaimia 2, Ajman, United Arab Emirates

Phone No. **055 5071756** Email: aryapraveen909@gmail.com

Present Status. Married and Residing at United Arab Emirates on Husband visa



Objective:

Aspiring a suitable response entry level position in an organization that provide me an opportunity to prove myself and polish my skills through challenging tasks to improve myself as well as for the organization.



Qualification: MBA from Bharathiar University Government of Tamil Nadu, India.

Academic Details:

- Passed with 68% of marks (2017) in MBA (Logistic and Supply Chain Management) at Bharathiar University.
- Passed with 70% of marks (2014) in Bachelor of Arts Degree in Economics at Calicut University Kerala.
- Passed with 69% of marks (2011) in Higher Secondary School Certificate Examination Kerala.
- Passed with 76% of marks (2009) in Secondary School Leaving Certificate Examination Kerala.



Software application:

SAP ERP Certification 2017 (3 month course) in G-TEC Computer Education at Thrissur, India.



Tally 9.0 Certification 2019 (2 month course) in GARNETS Computer Education at Thrissur, India.



IT Skill Set:

- Microsoft Windows Operating Systems
- Microsoft Office Applications (**Outlook, Word, Excel and PowerPoint**)
- Internet and Social Media



Professional Experience



Baker Hughes

Inventory and Admin Assistant: Baker Hughes MiddleEast , 2021 – Present

- Linking import and export shipments shipment in company portal
- Reconciliation of company's FZ Import & Export inventory and clear the outstanding list from Dubai customs statistics.
- Organize and prepare documents and rulings for timely entry.
- Provide support to import and export analysts in Tracking & controlling of inventory.

Accountant with warehouse associate responsibilities: Majestic foods industry LLC –UAQ, UAE

01-03-2019- 31-05-2020

- Updated journal entries.
- Prepared monthly reports cash flow and income statements.
- Received and organized sales invoices and official receipts.
- Prepared company payroll.
- Ensured the prompt payment of employee benefits.
- Studied and resolved any variances found in accounting records
- purchasing raw material from suppliers
- handling product distribution and collections of goods
- payments following with customers and check collection



Personal Profile:

Date of Birth	: 08-04-1994
Father's Name	: Mohanan KR
Marital Status	: Married
Language Known	: English, Hindi and Malayalam
Nationality	: Indian
Driving License	: Valid UAE driving license

Declaration:

I hereby, declare that the information furnished above is true to the best of my knowledge.