

LATHIKA RAVIKUMAR



CONTACT:

Address: Sharjah, UAE
Phone: 055-9663730 / 050-4972642
Email: lathikark@gmail.com

PERSONAL DETAILS:

Date of Birth : 20th Dec 1978

Nationality : Indian

Marital Status : Married

Visa Status : Husband's Sponsorship

Languages : English, Hindi,
Malayalam

ACADEMIC:

B. Com (Bachelor of Commerce)
Calicut University, India.

Diploma in Travel & Tourism
Universal Group, India.

Diploma in Computer Applications
NIIT & BITS, India.
(Microsoft Office, Tally & SAP)

CAREER OBJECTIVE:

To seek challenging position in a reputed multinational organization in order to utilize my skills, expertise and experience for the growth & prosperity of the organization to the optimum level as well as facilitate career & professional growth.

EXECUTIVE SUMMARY:

More than **20 Years of Experience** as Accountant & Administrator in UAE.
Well experienced in Accounting Packages & MS Office Applications.
Hold a valid UAE Driving License.
Excellent spoken & written communication skills in English.
Expert in handling people of diverse nationalities and an excellent team player.
Possesses excellent organizational skills and can work independently.

WORK HISTORY:

Accountant cum Administrator – Dec 2016 to Aug 2021
M/S Zee One FZCO, DUBAI – (Deals in Solar equipment, spare parts & Projects in Mena Region)

Accountant – May 2013 to Sep 2016
M/S AL MADAM MEDICAL SUPPLIES, DUBAI - (Retail & wholesale dealers for Medical Equipment & Disposals dealing with leading Hospitals, Universities, Ministry and Clinics in UAE)

Accountant cum Sales Coordinator - November 2010 to March 2013
M/S DISCTECH FZE U.A.E. LLC, SHARJAH - (Dealers of Singulus, Germany dealing in Solar equipment and spare parts all over GCC and Far East)

Branch Accountant cum Administrator - Oct 2007 to Sep 2010
M/S DABBAGH INTERNATIONAL (U.A.E) L.L.C, DUBAI
(A Branch of Supreme Foods Riyadh KSA with offices all over GCC, specialized in marketing of frozen/fresh chicken products.)

Accountant cum Sales Coordinator - April 2005 to September 2007
M/S PHOON HUAT MIDDLE EAST L.L.C, SHARJAH

Accountant cum Credit Controller - Jan 2003 to March 2005
M/S AL MAQAM MEDICAL SUPPLIES, DUBAI

Accounts Secretary - July 2001 to September 2002
M/S KOTHARI AUDITORS, SHARJAH

JOB PROFILE – ACCOUNTANT

- Supervise & coordinate all accounting activities for the company.
- Handle accounts up to finalization & preparing management reports.
- Preparation of Cash Flow, Bank Reconciliation, VAT filling, Payroll, Ageing, Petty Cash etc.
- Coordinate with auditors both internal & external audits.

JOB PROFILE – ADMINISTRATION

- Provide executive services for MD & managerial staff.
- Supervise and coordinate activities of staff.
- Responsible for handling queries, incoming and outgoing calls, mails.
- Prepare contracts, internal memos and businesses letters.
- Coordinate in purchasing office supplies.

JOB PROFILE – SALES COORDINATOR

- Coordinating with Sales team for preparing orders for Production/ Purchase dept.
- Offered effective customer service to boost sales.
- Follow up with clients for outstanding payments
- Handled customer complaints, resolved the issues & ensured customer satisfaction

