



PROFILE

Accurate and detail-oriented finance professional skilled at managing accounts payable, performing detailed cost analysis, maintaining all accounting records and files, and developing budget estimates. Effective communicator with great analytical skills and excellent teamwork abilities.

CONTACT

PHONE:
0507335269

ABC 1 building
Near ADBC Metro station,
Dubai

EMAIL:
ajmalanzary@gmail.com

LANGUAGES

English
Malayalam
Tamil
Hindi

VISA STATUS

Visit visa till 11-05-2022

AJUMAL ANZARI

EDUCATION

BHARATHIAR UNIVERSITY

15/MAY/2017 – 25/DEC/2019
B COM Computer Application

WORK EXPERIENCE

TAMOUE HEALTHCARE

2021-NOV TO 2022-FEB

- Documentation
- Data collection from international passengers
- Preparing excel reports

NOUTOUT SOLUTIONS (Office Administration)

2019-DEC TO 2021-SEP

- Complete clerical and administration task for the office
- Coordinating meetings and appointments
- Preparing invoices and bills for the sales and services
- Answering phone calls and responding to emails

CERTIFICATE AND TRAININGS

Certified in **TALLY**

Acquired basic knowledge **MS Office applications (Excel, Word, PowerPoint etc.) & ZOHO BOOKS**

SKILLS

- Communication skills
- Strong organization skills
- Adaptive team player
- Punctuality
- Problem solving

PERSONAL DETAILS

Date Of Birth : 24/04/1996
Nationality : Indian
Marital status : Single
Passport Number : R4629129