



SEFEELA NIKAS

Dubai
UAE
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CAREER OBJECTIVE

Aspiring to be part of a growing organization where I can use my knowledge, skills and abilities from my post graduate training in management and three years of work experience in Accounts and administration.

WORK EXPERIENCE

Orient UNB Takaful PJSC
Al Futtaim Grup
Dubai

Experience: 2017 onwards
Designation: Accountant

Orient Insurance
AL Futtaim Group
Dubai

Experience: Jan 2017-May 2017
Designation: Accountant

Paris Printing Press LLC
Sharjah, UAE

Experience: 2014-2016
Designation: Admin cum Accountant

Al Ansari Exchange
Al Ruwais,
Abu Dhabi, UAE

Experience : 1 year (2011 -2012)
Designation: counter staff

PROJECTS DONE

- Analyzed Labor Welfare Activities at Deshabhimani Printing Press
Thrissur, India
Worked 3 months for project purpose. Evaluated the welfare activities provided.
- Evaluated the overall services on Manappuram Finance Group, Thrissur, India.
Worked 2 months for project purpose.
- Analyzed the ATM Facility at State Bank of Travancore, Punnayurkulam and Thrissur, India.
Worked 1 month for project purpose.

EDUCATIONAL PROFILE

Professional Qualification:

- AMEX & GIT
- P10
- Ms Office & Tally
- Computer operation and knowledge about internet accessing

Academic Qualification:

- MBA (HR & Finance) MG University Kottayam 2008-10
- B.A (Functional English) Calicut University 2005-08
- Certificate in Tally 8.0

LINGUISTIC SKILLS

LANGUAGE	READ	WRITE	SPEAK
ARABIC	✓	✓	
ENGLISH	✓	✓	✓
HINDI	✓	✓	✓
MALAYALAM	✓	✓	✓
TAMIL			✓

EXPERIENCE**1) Job descriptions:**

- Expert in issuing cheques and handling with cash.
- Re insurance Payments and collection follow ups with brokers/clients
- Familiar with accounting jobs like JVR, RVB, matching, unmatching and the like.
- Maintaining outstanding customer service as per Company standards, processing sales quickly, accurately and efficiently, cash register operations and safeguarding company assets
- Maintain and record everyday transactions for the client. Transactions include sending and receiving money, accepting cheques and so on.
- Preparing teller proof every day.
- Currency conversion.
- Handling official documents and coordinating meetings.
- Making purchase orders as per the requirements and arranging the delivery.
- Making receipt vouchers; preparing delivery note and invoices.

2) Qualified in Tally 8.0 in areas like

- Types of Journal Book, Accounting voucher in Tally
- Mode of Accounting: Posting, trial balance, P/L Balance Sheet,
- Bank Reconciliation Statement
- Cost Centers: Creation, Alteration and view reports
- Creation of Vouchers Types
- Inventory: Stock Item, Stock Group, Stock Category, Unit of Measure.
- Bill wise details ,Cheque Printing and BRS
- Invoicing, diff. actual and bill qty.
- Creation of Voucher class under sales, purchase, payment.
- Inventory Voucher, Reorder levels

ACADEMIC PROJECTS

❖ *Evaluated the overall services on Manappuram Finance Group*

Studied services in the company like Interest rates for Home loan and Vehicle loans, Education Facilities, Gold Loan, Mortgages, Locker facilities.
Analyzed effectiveness of all the above mentioned services and submitted report to about drawbacks in their processes and suggested improvement methods which were accepted and implemented by the company.

❖ *Analyzed the ATM Facility at State Bank of Travancore*

Studied and analyzed effectiveness of ATM services provided by the bank
Debit and credit cards issued procedures, policies and customer issues.

❖ *Analyzed Labor Welfare Activities at Deshabhimani*

Studied and analyzed effectiveness of Welfare services like Bonus, Group Insurance, Provident Fund, Dearness Allowance, Travel Allowance, Housing Allowance, provided to a base of 250 employees.

KEY SKILLS

- Good analytical and accounting skills
- Excellent Communication and Documentation skills
- Good conceptual knowledge in the domain of Finance and HR0
- Thorough management professional
- Hands on experience in various projects related to academic curriculum and self initiated ones.
- Professional outlook gained from theoretical and practical knowledge.

EXTRA CURRICULAR ACTIVITIES

- Participated in many environmental and charity events.
- Took part in organizing various events.
- Won various prizes in Management meets in competitions like Best Manager, HR games etc.

HOBBIES

- Listening to music
- Reading
- Cooking

PERSONAL PROFILE

- Age : 30yrs
- Sex : Female
- Marital Status : Married
- Religion : Muslim
- Nationality : Indian
- Passport No : H 6286268

REFERENCE

Mr. Venkteswar Gopalakrishnan
Assistant Vice President of Finance Dept.
Orient Insurance PJSC
Festival city, Dubai

DECLARATION

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

Place: Dubai

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