

EMERSON V.A

Sharjah, UAE

Visit Visa, expires on 30 Sept 2016.

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DOB: 10-09-1961, Nationality: India.

CAREER OBJECTIVE

Secure a responsible position in account management and serve as an account representative sharing my breadth of experience and abilities effecting mutual employee and employer growth and success.

KEY SKILLS

- Computer proficiency.
- Knowledge in Internet Operations, Microsoft Word, Microsoft Excel, Tally etc.
- Effective time management
- Expert in customer relations
- Flexible team player
- Effective time management
- Strong organizational skills

ACADEMIC CREDENTIALS



XII

LEO XIII HSS Alappuzha -1979



X

LEO XIII HSS Alappuzha -1977

CAREER HISTORY

Auckland Sanitary Contracting LLC – June 2010 to April 2016

Accountant cum Administrator

❖ Responsibilities

- ❖ Managing company bank accounts.
- ❖ Investigated and resolved discrepancies in monthly bank accounts while under tight deadlines.
- ❖ Coordinated all department functions for team of more than 70 employees.
- ❖ Supervised and trained admitting, billing and collection staff.
- ❖ Created databases and spreadsheets to improve inventory management and reporting accuracy.
- ❖ Preparing timesheets of labours as per work schedule.
- ❖ Calculate and distribute salary of employees as per their work on monthly basis.
- ❖ Preparing quotations to enquiries received from clients.
- ❖ Managed incoming and outgoing calls and emails.
- ❖ Developed more efficient filing systems and employee database.

SS Coir Mats – June 1982 to April 2008

Managing Partner

❖ Responsibilities

- ❖ Managed team more than 60 labours.
- ❖ Supervise administration and Finance and specific function committees, timekeeping, disbursements accounting, and effective billing rates of the firm such that systems that support the accounting for those items are functioning effectively and efficiently.
- ❖ Make the business plan and the budget.
- ❖ Review the report of production in relationship with sales.
- ❖ Make trips to make the purchase of inventory.
- ❖ Portray products and services to the right audience through the creation of advertising campaigns.

LANGUAGES

- English (basic communication skills / working knowledge)
- Hindi (basic communication skills / working knowledge)
- Malayalam (native speaker)

REFERENCES

- ✓ Mr. G.K Menon, Sharjah Ph:0506576532