

**Name** **SANOOB. S**  
**Address** **Dubai, United Arab Emirate**  
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**OBJECTIVE:** To Pursue a position in growth oriented firm to actively participate  
And contribute goals of the organization simultaneously develop  
My Job skills and consistently upgrade my knowledge.

**PERSONAL ATTRIBUTES**

- Excellent Accounting, Administrative and Organizational skills
- Excellent communication skills in English
- Result oriented with proactive approach
- Assure responsibility, hardworking and can withstand pressures.
- As a team player with logical analytical abilities and application
- Would play a vital role in meeting the desired objective and delivering the goods.
- I believe in growth, learning while working, as learning is a Continuous process.
- I am sure with the synthesis of my accounting knowledge with result oriented approach, will make significant contribution in the growth of the organization.

**ACADEMIC/ TECHNICAL  
QUALIFICATION**

- **B.Com-Graduated From- Kerala University**
- **DTA- Diploma in Tally Application**

**COMPUTER SKILLS**

- **Operating Systems- Windows 98/2000/07/8.1**
- **Others: MS Office Application, E-mail and Internet**

**AREAS OF INTERESTS**

- **Accounting, International**
- **Business& Finance**
- **Money Exchange**
- **PRO**

**WORK EXPERIENCE:** Company : M/S Coordinates Excellence Est Riyadh KSA  
Position : Accountant  
Period : March-2010 –February-2012

*job responsibilities:*

- Manage Financial Department with responsibility for Budget, Forecasting, payroll, Accounts Payable & Receivable.
- Ensure complains with Accounting deadlines.

Company : M/S Advanced Basna Company Riyadh KSA  
Position : Store Keeper  
Period : June 2012 –April-2014

*Job responsibilities:*

- Maintains of stocks records
- Coordinating sales man and procurement regards to stock balance.

Company : Road &Transport Authority (RTA) Dubai, UAE  
Period : June 2016 to till Date.

**PERSONAL INFORMATION:**

Father's Name : Salim M.E  
Nationality : Indian  
Date of Birth : 05/03/1989  
Gender : Male  
Religion : Islam  
Marital Status : Married  
Passport No : M1583289  
Visa Status : Employment Visa

**LANGUAGES KNOWN:** English, Hindi, Malayalam, Tamil, & Arabic

**LICENSE DETAILS:**

Having Valid UAE Driving License:

License No : 3673225  
Date of Issue : 21/05/2016  
Date of Expiry : 21/05/2026  
Type of License : Light Vehicle

**DECLARATION:**

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

**SANOOB.S**