

CURRICULUM VITAE

UMA UCHIMALI.N

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Office Assistant

Objective:

Seeking a position to utilize my skills and abilities in the Industry that offers professional growth while being resourceful, innovative, and flexible skill at hitting a target.

Total Experience: 03 years' Experience in Office Assistant

Work Experience:

Company Name : **SysArc Infomatix Private Ltd. Chennai- Tamilnadu, India**
Designation : associate -June 2009- March 2011

Job Responsibilities:

Tally ERP

- ✓ Tally data entry including sales, purchase, receipts, and payments.
- ✓ Receiving and processing all invoices, expense forms and requests for payments.
- ✓ Handling petty cash, preparing bills and receipts.
- ✓ Maintaining accounting records, making copies, filing documents, etc.

Responsibilities:

- ✓ Creating and maintain organized records of entered data for future reference.
- ✓ Adhering to data confidentiality and security policies to protect sensitive information
- ✓ Meeting deadlines for data entry tasks to support timely decision-making.
- ✓ Collaborating with team members to obtain necessary information for accurate data entry.
- ✓ Reporting any data-related issues or inconsistencies to supervisors.
- ✓ Maintain and update the filing system
- ✓ Implementing quality control measures to enhance data accuracy.

Qualifications:**Bachelor of Computer Science**

APA College, Manonmaniam Sundaranar University.

2005 - 64%

Technical Skills:

- Hardware / Platforms : Windows 9X/2000/XP, MS Office, Tally
- Typewriting : English Higher

Personal Skills:

- ✓ Quick learner and dedicated to achieving the Goals.
- ✓ Sincerity, Hard Work.
- ✓ Confident, Optimistic, Punctual.
- ✓ Flexible for work as a team member.

Personal Profile:

Full name : Uma Uchimali. N
Date of birth : 19/10/1984
Sex/nationality : Female / Indian
Marital status : Married
Languages known : Tamil, English
Passport Details : M1202139
Visa Status : Visit Visa

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned.

Place: Dubai.

(Uma)