

CURRICULUM VITAE

SAJANA NEJI

Sharjah - United Arab Emirates

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CAREER OBJECTIVE

Seeking a suitable position to contribute best of my skills and capabilities, and to take advantage of challenging work environment that provides a competitive edge and support to enhance both my personal and professional skills.

CAREER PROFILE

- Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
- Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multi-tasking.

PROFESSIONAL EXPERIENCE

- **Service Supervisor**

UAE EXCHANGE L.L.C.

May 2016 -Till Date.

Achievements

- Promoting and executing money transfers all over the world either through Account credit or through PAY ON ID on the basis of customer request.
- Target oriented foreign Currency purchase and sales.
- Assisting HNI clients for remittance and FC related transactions
- Treating the customer as a king, handling all activities related queries and responding in a timely manner their by offering excellent services to the customers and also over the counter sales and servicing of allied products such as Go Cash card, ezeetop ups and Bonds
- Know Your Customer (KYC) documentation and help the Customers to open NRE Or NRI bank account in respective corridors.
- Process entries for subscription and redemption of NATIONAL BOND and FIRST GULF BANK Bond in Customers account.
- Promoting and processing extra revenue generating products like UAE banks credit cards payments, EMI payments, Utility payments such as SEWA, telephone bill payments, air ticket Payments, WPS salary processing, agency cash collections etc.

- **Financial Assistant**

SHAROBAN SHARES PVT LTD

(Franchise of JRG SECURITIES CO.LTD | KERALA, INDIA Securities & Mutual Fund)

June 2008 - April 2009

Achievements

- Reporting to senior managers regarding the company's finances.
- Handling all correspondence work related to PAN Card and Securities.
- Monitoring sales and marketing of securities and mutual fund.
- Promoting business through telephone & sales.
- Writing up forms and manuals for accounting and bookkeeping personnel.
- Accurately and promptly processing documentation.
- Preparing monthly reconciliations of balance sheet accounts.
- Investigating outstanding items and resolving financial discrepancies.

- Preparing annual financial statements.
- Carrying out any other accounting related duties as assigned by the accounting management.
- Collecting raw financial data.
- Conducting regular business reviews of financial performance.
- Preparing standard accounting reports and summaries for financial analysis.
- Supporting team members on all accounting issues.
- Reviewing the company's financial systems.
- Prepares journal entries, cash, and inter-fund transfers.

- **Front Office Accountant**

Clerk AKBAR Travels of India | Kerala, India

August 2009 - March 2010

Achievements

- Performed general office duties and administrative tasks.
- Managed the internal and external mail functions.
- Provided telephonic and direct support to manage the customer requirement.
- Achieving business sales target for Organizational growth
- Scheduled client appointments and maintained up-to-date confidential client files.

KEY SKILLS

- TALLY 06
- PEACH TREE
- Outlook
- Word
- Excel
- PowerPoint

EDUCATIONAL BACKGROUND

- Masters in Commerce from University of Calicut
- Bachelor of Commerce from University of Calicut
- Vocational Higher Secondary School from I. V. H. S. S Orumanayoor

COMPUTER SKILLS & CERTIFICATES

- A course on TALLY'06 & PEACH TREE Completed

PERSONAL DATA

Date Of Birth	: 17th May 1985
Marital Status	: Married
Nationality	: Indian
Passport Details	: T8099279 (Issued at Dubai) Valid up to 17/07/2029
Visa status	: On Husband Visa in U.A.E. Valid up to 05/01/2025
Languages Known	: English, Hindi, & Malayalam

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

SAJANA NEJI