



## PROFILE

**FULL NAME** : HIMA SURENDRAN  
**DATE OF BIRTH** : 03-10-1999  
**SEX** : FE-MALE  
**ADDRESS** : #427  
SALEH BIN SALEH HAMADI  
NEAR ABU SHAGARA PARK  
SHARJAH  
UNITED ARAB EMIRATES

**MARITAL STATUS** : MARRIED  
**NATIONALITY** : INDIAN

## CONTACT

**PHONE** : +971 543682864 (DXB)  
: +91 9745146224 (IND)  
**EMAIL** :  
himasurendhran273@gmail.com

## PASSPORT DETAILS

**PASSPORT NO** : V1862084  
**DATE OF ISSUE** : 12-08-2021  
**DATE OF EXPIRY** : 11-08-2031  
**PLACE OF ISSUE** : COCHIN  
Visa Status : Husband Visa

# HIMA SURENDRAN

## OBJECTIVE

I Have the ability to take on challenging tasks with positive and progressive attitude. I firmly believe that challenges, risks and tough situations are not hurdles but stepping stones to the pinnacle of success. High level of involvement and perseverance are my positive points. I never used to be complacent in my work and always wanted to excel. My career hangs with positive approach, commitment and perfection.

## PROFILE SUMMARY

### Accounts.

When I am bought in to an organization, I hit the ground running and I am able to deliver quick result. I get the job done and deliver the best result in favor of the organization and of course the company cost. I possess a proactive and energetic leadership style complemented by a highly develop result.

### Secretarial job.

Secretaries are one of the most important roles in improving customer satisfaction and customer loyalty. Often times I am the first contact with the customers, and are responsible for making a good impression and improving reputation.

## EDUCATION

- Pursuing Master of commerce (M.com) Since 2021 Under Bharathiyar University as correspondence course.
- Completed Bachelor of commerce (B.com) from MES Arts and science college, Pattambi, Kerala under Calicut university.
- Completed Higher secondary Education from GOHSS Pattambi
- Completed SSLC from GHSS Pattambi, Kerala.

## WORK EXPERIENCE

### (1/)

#### **PK AUTO CONSULTANT, PATTAMBI, KERALA, INDIA**

Consultants can offer advice on business management or marketing, provide training for new technologies, help improve team functioning, or handle difficult tasks such as layoffs.

-Continue

## **DUTIES AND RESPONSIBILITIES.**

### **As an ACCOUNTANT**

- Reconciling the company's bank statements and bookkeeping ledgers
- Completing analysis of the employee expenditures
- Managing income and expenditure accounts
- Generating the company's financial reports using income and expenditure data
- Keeping a check on the company's finances based on financial status
- Filing and remitting taxes and other financial obligations
- Initiating and managing financial and accounting software used by the company

## **SKILLS**

- MS Office
- Tally
- Peachtree
- Tata Ex
- Dac Easy
- Wings
- Quickbooks

## **LANGUAGES KNOWN**

<b>ENGLISH</b>	Read, Write and Speak - High Proficiency
<b>MALAYALAM</b>	Read, Write and Speak - High Proficiency
<b>HINDI</b>	Read, Write and Speak - Average Proficiency
<b>TAMIL</b>	Speak - Average Proficiency

## **PERSONAL SKILLS AND ABILITIES**

Enjoy Challenges  
Hard Working  
Able to handle Pressure  
Team Player  
Good grasping power  
Confident  
Honest & punctual

## **REFERANCE DETAILS**

Sreekumar Sundaran  
Sales Assistant, Dubai Duty Free

## **DECLARATION**

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

**HIMA SURENDRAN**