



# RENUGADEVI



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Abu Dhabi, United Arab Emirates

## CORE QUALIFICATIONS

- COMPUTER SKILLS:
- MS OFFICE, Accounting System such as Tally.ERP 9, PGDCA.,

## EDUCATION

Annamalai University | India  
Bachelor of Commerce

Alagappa University | India  
MBA

Annamalai University | India  
M.COM  
English Junior Grade

## LANGUAGES

English: Fluent

Tamil: Fluent

Hindi:

## PROFESSIONAL SUMMARY

PROFILE SUMMARY: Three years experience as Account / Office Assistant in Sales Tax Office. Proven track record of meeting deadlines, being highly organized, and efficiently prioritizing and handling multiple tasks with Excellent verbal and written communication skills. Excellent written and verbal communication skills. Highly trustworthy, discreet and ethical. Resourceful in the completion of projects, effective at multi-tasking.

## EXPERIENCE

01/2016 - 01/2022

UAE EXCHANG CENTRE LLC | Abu Dhabi  
Cashier cum Counter Staff

- Provide excellent customer service
- Attend customers for all business transactions at the counter
- Attending customers for making Remittance, currency exchange, demand drafts/telex transfer/electronic transfer etc.,
- Answer customer complaints, branch detail enquiries, transaction and rate enquiries conversion
- Maintain records, prepares reports and performs work processing assignments and related clerical duties
- Contribute towards branch business development

06/2011 - 03/2015

Devakottai, India  
Accounts Assistant

- Processes payments and documents such as invoices, journal vouchers, employee reimbursements, and statements
- Verifies items billed against items ordered and received and reconciles differences through follow-up with the vendor and/or other employees
- Enters, updates, and/or retrieves accounting data from automated systems
- Posts financial data to appropriate accounts in an automated accounting system, according to instructions
- Reviews on-line transactions for changes and accuracy and corrects errors
- Retrieves system reports

- Disburses funds using petty cash and makes change according to specific instructions
- Files and/or removes records and reports.

*12/2010 - 05/2011*

**Alagappa University** | Karaikudi, India

Office Assistant

- Creates and revises recordkeeping systems, office layout, and budgetary and personnel requirements; implementing changes
- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions
- Provides information by answering questions and requests
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Supports operational requirements by scheduling and assigning administrative projects
- Contributes to team effort by accomplishing related results as needed.

## **LANGUAGES**

English, Hindi, Tamil.