





ANUJA P ABRAHAM

Admin; Operational Executive

 +971552543779

 anujapabraham93@gmail.com

 Al Thayer Building, Near NMC
Medical Center, Al Nahda,
Sharjah, U A E

SKILLS

- Analytical
- Adaptable
- Time Management
- Good learning skills
- Positive Attitude
- Service Co ordination
- Responsible

LANGUAGES

- English
- Malayalam
- Hindi
- Tamil

TECHNICAL SKILLS

- Windows
- MS Excel, MS Office
- Powerpoint
- Emailing
- L code, IWS

CAREER OBJECTIVE

Seeking a professional and rewarding opportunity in a renowned organization, where I can work by applying my knowledge base , to achieve organizational and personal excellence

WORK EXPERIENCE

Ahalia Finance & Money Exchange Services Ltd

February 2021 - September 2023

- Processing transactions as per customer request which includes Money exchange, remittance, Western union, Ria, Transfast, Moneygram etc with accuracy & efficiency.
- Manages & handle financial transactions and functions including receivables ,payables, receipt and payment reconciliation.
- Ensuring documentation & transaction process is in compliance with both internal & regulatory requirement.
- Performing administrative tasks such as filing ,generating reports & maintaining mail correspondence.
- Preparing day end report & ensuring currency reconcile against daily stock report.

Al Razi Public School

June 2020 - January 2021

- Teaching Faculty

EDUCATION

B.E IN Electronics & Communication

CIT(VTU University, Karnataka), India-2011-2015(63.75%)

Higher Secondary

12th (Kerala State Board), St. Mary's H.S.S, Edoor, Kerala
-2009-2011(80%)

Matriculation

10th (Kerala State Board), St. John Baptist E.M.H.S, Kerala
-2009(85%)