



PROFILE

Looking forward for an organization that offers a challenging, stimulation, learning environment to work in and provide scope for individual & organization development, which offers attractive prospects for long development and career growth.

CONTACT



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Sharjah, UAE

PERSONAL DETAILS

Nationality : Indian
Date of Birth : 04/01/1995
Sex : Male
Marital Status : Single
Languages : English & Malayalam

EDUCATION

- Bachelor of Commerce (B.Com) in Finance & Taxation in 2016
- Higher Secondary (CBSE)
- High School (CBSE)

COMPUTER SKILLS

- Microsoft Word
- Microsoft Excel
- Zoho Books
- Tally

LESLEYN LORANCE

WORK EXPERIENCE

- Presently, Working as **Office Administrator** in ADL Marine Services L.L.C in Dubai, UAE.
 - Preparing financial documents such as estimates, Performa invoices, tax invoices and monthly profit reports.
 - Managing the flow of petty cash by recording all monetary transactions.
 - Preparing daily collection report from the cash/card payment received against cash invoices.
 - Depositing cash and cheque to the bank on daily basis.
 - Managing Purchase Orders and follow up clients for the preparation of invoices.
 - Processing all payroll transactions and HR activities for all the employees.
 - Carrying out clerical duties such as answering phone calls, responding to emails and preparing documents including office correspondence, memos and presentations.
- Worked as an **Accounts Assistant/Audit Assistant** (From July 2020 to Nov 2021) at JCC & Associates (Chartered Accountants) in Kerala, India.
- Worked as an **Accounts Assistant/Audit Assistant** (From Aug 2018 to Aug 2019) at MJ Thomas & Company (Chartered Accountants) in Kerala, India.
- Worked as an **Accounts Assistant** (From August 2016 to April 2018) at Elambasseril Paints, Asian Paints Franchise in Kerala, India.

SKILLS

- Ability to resolve problem and give innovative ideas
- Time Management skill
- Communication Skill
- Good leadership quality
- Ability to Accept new changes

DECLARATION

I hereby declare that the above furnished information are true and correct to the best of my knowledge and belief.

LESLEYN LORANCE