

HUSSAIN ARSI

OBJECTIVE

- To get an opportunity where I can make the best of my potential and contribute to the organization's growth.
 - Seeking a position in a company where I can launch my career and build a valuable skill set.
 - Seeking a role, where I can upgrade my skills with time and take the company to the next level.
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WORK HISTORY

**ADMINISTRATIVE ASSISTANT IN FAIZ AL MAWAID AL BURHANIYA CATERING SERVICE
LLC
[AUG 2016 TO APRIL 2018 - UAE]**

1. Provides administrative support to ensure efficient operation of office.
 2. Answers phone calls, schedules meetings and supports visitors.
 3. Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
 4. Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
 5. Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations.
 6. Exhibits polite and professional communication via phone, e-mail, and mail.
 7. Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
 8. Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
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ACCOUNTANT IN GEETANJALI HOSPITAL

[NOV 2018 TO JAN 2020 - UDR]

1. Ensures the integrity of accounting information by recording, verifying, consolidating, and entering transactions.
2. Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
3. Maintains and balances subsidiary accounts by verifying, allocating, posting, and reconciling transactions and resolving discrepancies.
4. Maintains general ledger by transferring subsidiary accounts, preparing a trial balance, and reconciling entries.
5. Summarizes financial status by collecting information and preparing balance sheet, profit and loss, and other statements.
6. Produces payroll by initiating computer processing; printing checks, verifying finished product.
7. Completes external audit by analyzing and scheduling general ledger accounts and providing information for auditors.

SALES EXECUTIVE IN CHAMBAL TATA MOTORS

[DEC 2021 TO MAY 2023 - UDR]

1. Drives business by identifying and selling prospects and maintaining relationships with clients.
2. Sells products and services by establishing contact and developing relationships with prospects and recommending solutions.
3. Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; and recommending profit and service improvements.

SKILLS

- Microsoft Office Skills
- Leadership Skills
- Communication Skills
- Team Work Skills
- Design Skills
- Presentation Skills

EDUCATION

- 10TH COMMERCE, THE STUDY SR SEC SCHOOL, UDR 2010
 - 12TH COMMERCE, THE STUDY SR SEC SCHOOL, UDR 2012
 - B.COM 1ST YEAR, MOHANLAL SUKHADIYA UNIVERSITY, UDR 2013
 - B.COM 2ND YEAR, MOHANLAL SUKHADIYA UNIVERSITY, UDR 2014
 - B.COM 3RD YEAR, MOHANLAL SUKHADIYA UNIVERSITY, UDR 2015
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DETAILS

HUSSAIN ARSI

OWNER – GARAGE HIGHWAY - UDR

DENTING - PAINTING, DETAILING WORK OF CARS & BUSES

VISA DETAILS

VISIT VISA

EXP – 21ST AUG 2023
