



UAE

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SWATHY SIJIL

To obtain administration and receptionist position where I will be able to contribute my knowledge, skills and abilities to an organization that will allow for progress in professional growth as well as growth of the organization. Seeking an opportunity with growing and dynamic organization where I can develop my skills, continue to advance in my career and be able to contribute my career and be able to contribute to the growth and success of the organization

EDUCATION

- ❖ Bachelor Of Science
- ❖ Calicut University, Kerala, India
2010-2013

SOFTWARE SKILLS

- MSOffice
- Tally Prime/UAE VAT And GST
- Peachtree
- Quick Books

SKILLS

- Effective Time Management
- Adaptability
- Computer Skills
- Effective Team Leader
- Customer Management

PERSONAL DETAILS

Date of Birth :27th May 1993
Gender :Female
Nationality :Indian
Marital Status :Married
Languages : English,
known Malayalam,
Hindi, Tamil
Passport No. :C6860718
Visa status : Cancelled
Visa

WORK EXPERIENCE:

❖ UNITEX COMMERCIAL BROKERS LLC, DUBAI, UAE.

ACCOUNTS ASSISTANT CUM ADMINISTRATOR **(March 2023– April 2025)**

Duties and Responsibilities

- Receiving and verifying Daily Collection
- Preparation of Daily Cash & Cheque collection report
- Collecting, verifying, and consolidating bank statements.
- Maintaining petty cash and Cheque preparation
- Import Export Documentation (invoice, packing list, B/L, C/O)
- Filing and Maintaining Supplier Records
- Filings VAT returns.
- Filing, photocopying and scanning
- Receiving supplier invoice and Preparation of Payable Invoice and payment vouchers
- Check all the documents of shipments
- Cover the marine insurance and update the ETA of Each shipment.

❖ ALLIANCE INFOCOM, KERALA, INDIA.

COMPUTER TEACHER **(MAY 2014– JUNE 2016)**

Duties and Responsibilities

- Teaching across a wide range of courses reflecting the school curriculum
- Giving the students an outstanding academic and technical education
- Updating Administrative records of each pupil's progress.

CERTIFICATIONS

- DCA (Diploma in Computer Application)
- DIFA (Diploma in Indian and Foreign Accounting)

PERSONAL ATTRIBUTES

- Sincere
- Hard working
- Team worker
- Quick learner