

# ANUBHAV ARORA



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📍 Sharjah, UAE

## 🚀 SKILLS & ABILITIES

MS Excel, MS Word, Tally,  
Quickbooks

Accounting, Book keeping, Cashier,  
Reconciliation, BR/BP, Audit  
Assistance, Finalization of annual  
reports.

Optimistic & Team Leader

Payroll & HR Assistance

Analytical & Communication Skills

Sales & Marketing

## 👤 PERSONAL DETAILS

Date of Birth : 17/04/1994

Marital Status : Married

Nationality : INDIAN

Visa Status : Employment Visa

Passport No. : N0304876

## 📖 LANGUAGES

English, Hindi, Punjabi

## 🏠 PROFESSIONAL SUMMARY

I seek challenging opportunities where I can fully use my skills for the success of the organization. I consider myself responsible, punctual & capable of taking initiative with the ability to work with team under high pressure to achieve the goals set by the organisation.

## 📁 PROFESSIONAL EXPERIENCE

**Customer Service Representative** 2020 - 2022 -  
DP World (UAE)

At DUBAI HILLS MALL - EMAAR

**Sales Accountant** 2019 - 2020 -  
Lark Engineering Co. (India) Private Limited (INDIA)

**Accountant** 2016 - 2019 -  
Yamuna Institute of Engineering & Technology  
(INDIA)

**Assistant Accountant** 2015 - 2016 -  
Pest Control Services

## 🎓 ACADEMIC PROFILE

**Master in Commerce** 2019  
IGNOU University

**Bachelor in Commerce** 2015  
Kurukshetra University

**Higher Secondary Education - (10th+2) Commerce** 2012  
Swami Vivekanand National Public School (CBSE)

## 👤 CERTIFICATIONS AND LICENSES

NEBOSH IGC

IOSH MS

Basic Life Safety

Basic Fire Safety

UAE Driving License No. 3 (under progress)

## 👥 REFERENCE

Available on Request -

I would like to seize this opportunity to introduce myself and hope to get the chance to join your team.