**Gulfjobseeker.com CV No:** **1318818**

**Mobile +**971505905010 / +971504753686

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**OBJECTIVE:**

To seek a challenging and rewarding opportunity with an organization of repute that recognizes & utilizes my true potential while nurturing my analytical and technical skills.

**SUMMARY OF EXPERIENCE:**

* **Total 5 years of experience including more than 1 year in Dubai.**
* Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.
* Answer phone calls and direct calls to appropriate parties or take messages.
* Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors.
* Attend meetings to record minutes.
* Greet visitors and determine whether they should be given access to specific individuals.
* Make travel arrangements for executives.
* File and retrieve corporate documents, records, and reports
* Read and analyse incoming memos, submissions, and reports to determine their significance and plan their distribution
* Perform general office duties, such as ordering supplies, maintaining records management database systems and performing basic book keeping work.

**EDUCATIONAL :**

:

* Bachelor of Commerce (B.com)

**SKILLS :**

:

* MS OFFICE (MSWord, MS Power Point, MS Excel)
* Lower in Typing 30 wpm (English).

**WORK EXPERIENCE:**

1. **Worked as Customer Retention executive in Vodafone for 3 year (Jul 2011to Jun 2014)**

**JOB RESPONSIBILITIES:**

* + - * Ensuring office procedures and systems operate efficiently.
			* Circulating documents via post and email
			* Solving problems of the costumer
			* Retain the post-paid user costumer
			* Personally interact with the costumer and do the need full
1. **Worked as Cashier in CITI bank for 1 year (Jul 2010 to Jun 2011).**

**JOB RESPONSIBILITIES:**

* Handling the cash of Home loans and Personal loan EMI
* Receiving daily cash amount from collection executives
* Transferring cash to the main branch.
1. **Worked as Sales and administration department In Midas Oasis General Trading L.L.C for 13months (Dubai U.A.E) (May 2009 to Jun 2010)**

**JOB RESPONSIBILITIES:**

* Taking care of sales and purchase invoice
* Tracking and tracing of the shipment
* Daily cash deposit in company bank account.
* Developing reporting procedures

**PERSONAL DETAILS**:

Language skills: English, Hindi, Urdu and Telugu

Date of Birth**:** 8th November 1986.

**Declaration**

I here by declare that the above mentioned information is correct to my knowledge and I bear the responsibility for the correctness of the above mentioned particular.