**Gulfjobseeker.com CV No:** **1390704**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

Submit request through Feedback Link

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**CAREER OBJECTIVE**

I seek a challenging assignment in organization that will utilize my knowledge and experience. My aim is to contribute to the objective of the organization and to grow with it. Having an experience in the fields of competition I can be sure of my commitments towards the Company which will endeavour far most in achieving goals

**PROFESSIONAL SUMMARY**

* 5 Months of work experience that involving to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation , Technology , Software package license , company’s policies , Company’s patent & Trade Mark and company’s Human assets profile.
* Working Knowledge of Ms office & Tally (ERP.9)

**ATTRIBUTES/ ABILITIES**:

* Excellent interpersonal and communication skills
* Self- motivated, methodical and process driven
* A team player, continuous learner and proactive
* Tenacious, independent and willing to take the initiative

**Strength:**

* Positive attitude, hardworking and ability to work under pressure
* Ability to reach goals
* Leadership quality

**WORK EXPERIENCE**

* **Fino Paytech Ltd,**

**Designation : MIS Executive**

**Duration : From Nov '2014 to Apr 2015**

**Roles & Responsibility:**

* Handling Project’s Data Entry
* Handling Daily Basis and Monthly Basis Data Touch & Enrollment details
* Finalizing whether the reports are proper or not of Technical Support Executive
* Making Employees Attendance Reports
* Booking Day wise Data Entry & Finalization
* Reporting to the Executive Director
* Reporting to the state Head

**ACADEMIC QUALIFICATION**

* Completed graduation Bachelor in Commerce (B.com) at Rosario College of Management Studies in 2014 from Mangalore University.
* Completed Diploma in E - Businesss at MICE Mangalore in 2014.
* Completed Pre - University College (P.U.C) at Rosario Pre - University College Mangalore in 2011.
* Completed S.S.L.C at S.A.T High School Manjeashwar in 2009.

**TECHNICAL SKILL**

* DOS, Windows, MS-Office (Word, Excel, Access, PowerPoint) Internet.
* Skills ERP Package Tally (ERP9) , Peachtree Accounting and Busy Accounting.

**PERSONAL** DETAILS

Date of Birth **:** 1st June, 1992

Marital Status **:** Single

Languages Known **:** English, Kannada, Hindi, Malayalam and Tamil .

Interest & Hobbies **:** Reading books, Singing, Playing Cricket, Watching TV.

**Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: