SANAL

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To : The Hiring Manager

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Dear Sir/Madam

As a manager with a broad based Administrative &Accounts background, I would like to present my resume in consideration for your Administrator secretary.

Your company’s reputation within the industry suggests that you only employ staff of the highest caliber. It is for this reason more than any other that I am eager to join an esteemed institution such as yours where hard work is acknowledged and rewarded.

Having over six years experience of working for leading high street retailers, I possess a variety of skills that I feel will prove to be highly valuable to your company. The consistent theme throughout my career has always been my ability to drive operational, visual and customer service standards to the highest levels. As someone who recognizes that success starts with people, I would also like to point out that I specialize in HR, management, planning,organizing, administration, etc ..these are vital in ensuring that the financial operations are running smoothly.

I firmly believe that my combined experience and competencies can make an immediate and

positive impact on your day today operation. I realize that this letter alone may not sufficiently convey all my abilities; therefore I would appreciate the opportunity of a personal interview with you, where I will be able to demonstrate my suitability further and in more detail.

Administrator &Accountant

# PERSONALSTATEMENT

Seeking a challenging position where I can utilize my 6.3 years of experience as Administrator ,HR assistant &Accountant to contribute management, leadership and interpersonal skills to the benefit of the organization. I'm an experienced person who is highly motivated and has vast knowledge of working in the finance operations. As a perfect role model, I amableto;coach,givefeedback,buildmorale,rolloutinitiatives,andmakerecommendations etc. I am able to handle high-profile and hands-on management roles that require commercial acumenand creativeflair.Asanexceptionalperson, I am also abletodrivebrandavailability, & I amwilling totake onboardnewideas &adaptthem further to make them my own. I will be a Versatile person focused on team building and talent development I am ambitious and passionate about everything I do. Coming from a strong servicebackground, I am able tothriveinanycompetitiveandchallengingretailenvironments. Right now, I am readyandqualifiedfor the nextstageinmy successfulcareerandislookingforwardtomakingasignificantcontributiontoanyfutureemployer.

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| Accuracy | Negotiating | Dynamic | Smart |
| Accurate transactionsAccurate Informations Marketawareness Accurate Planning  | Strong persuasionskillsGoodcommunicatorExcellent interpersonalskills Tactful &articulate Getting a pointacross |  Salesdriven Energetic Self motivated AmbitiousDesire tosucceed Smart & wellpresented | Capacity forinnovation Creatingincentives Aware of trends Long termvision MIanalysis Spottingopportunities |

# CAREERHISTORY

**HR Assistant /Administrator/Accountant**

**Centre point, Landmark Group, UAE September 2011 to November 2016**

As a HR assistant,administrator as well as an accountant I'm responsible for the day to day operations and wellbeing of the employees ,office and business. I am reporting to HR Manager ,Finance Manager &Mall Manager, so I've to provide all kinds of reports required by them. I have to maintain daily accounts of the business without any error. Apart from this I have to look after the attendance , overtime details and other document details of the staffs. (70 +). Following are the some of my daily duties and key assignments.

# Duties & Key Assignments:

* Staff's attendance management and other HR related works.
* Prepare weekly schedule for the staffs.
* Prepare all kinds of reports required by HR Manager, Finance Manger & Mall manager.
* Manage all kind of office administration works.
* Maintain all kind of business related documents including trading license, permissions etc.
* Give regular coaching and training to the staffs.
* Maintain personal files of all employees.
* Do the Initial screening and interview of the candidates.
* Give induction and other initial training to new joiners.
* Co-ordinate employees transfers and maintain the proper details.
* Manage Annual leave applications and do the necessary actions.
* Manage day to day operation of the office and business.
* Give awards and appreciation letters to the employees.
* Co-ordinate Visa, ticket and medical insurance arrangement for the employees.
* Email Management-read and give reply for all emails.
* Vendor management and social media management.
* Prepare the financial statements.
* Cross check all documentation done by administration staffs.
* Conduct weekly study about competitors and current economy.
* Balance the daily accounts and follow up the pending payments.
* Manage Collection and payments of cheques ,credit cards uploads. Etc..
* All type of Cash management - Safe cash, petty cash, till cash etc.
* Led and motivate the team to get maximum output from the limited source of resources.
* Do the cashier/staff observations, to ensure maximum customer service to the customers.

 **Customer Service Executive cum Cashier (Part time)**

 **Mithra Mega Mart, Cochin July 2009 to September 2010**

**Duties**

* Give full fledged service to all.
* Do the up selling and inform about ongoing promotions
* Do the cashiering accurately and efficiently in a time manner

# ACADEMIC QUALIFICATIONS

 **MBA-Tourism and Hotel Management 2009-2011**

Bharathiar University, Tamil Nadu

**Bachelor Degree - Economics 2006-2009**

Calicut University, Kerala

# REFERENCES

Shall be furnished on request.

# DECLARATION

With the qualifications listed above accrued by qualities of persistence to learn new things, I am

confident that I can take up any challenging task and prove that success is my destination.

I hereby declare that all the above stated details are correct up to my knowledge.