|  |  |
| --- | --- |
| **PROFESSIONAL SKILLS**  **E**fficiency; reliability; accuracy with numbers  **O**utstanding supervisory, communication and interpersonal skills  **S**trong ability to manage conflicting and changing priorities **E**stablished organizational skills  **A**bility to develop and lead a team  **S**trong ability to manage conflicting and changing priorities **E**stablished organizational skills  **A**bility to develop and lead a team  **LANGUAGES KNOWN** | DOCUMENT CONTROLLER/ OFFICE ASSISTANT  **OBJECTIVE**  I have taken my Liberty of sending my vitae, I wish to apply for any position available in the firm which may deem suited for my educational attainment and experiences that will certainly enhance my expertise in job assignment and personality as well and venue for me to seek employment in a reputable and progressive company in order to make the most of my skills, abilities knowledge and experiences in the field of management and exceptional customer service.  I can sincerely vouch my integrity and would be much gratified if you would consider my application. I am also a computer literate and could perfumes some clerical tasks with competence, merchandising and exceptional customer relation.  **CAREER SUMMARY**  I am a Degree holder in **Bachelor of Business Administration (BBA)** with **1 years** experience in Accounting division as an Accountant. I have professional certifications **of Indian and Foreign Accounting *(CPIFA)*** and **one year experience in front office Administration in Newell Diagnostics PVT. LTD. well in English Language**  **EXPERIENCE**  **OFFICE ASSISTANT (1 YEAR)**  NEWELL DIGNOSTICS CENTRE PVT. LTD, TIRUR, MALAPPURAM, KERALA  **Duties and responsibilities**   * Filing archiving photocopying scanning and faxing documents * Screening calls and taking messages * creating invoices filing receipts and dealing with all final documentation answering and dealing with incoming and outgoing telephone calls * making travel and Accommodation arrangements for company directors and senior managers * General ad-hoc duties such as ordering stationery, making tea and tidying the office area * Preparing correspondence and documents from digital dictations * Handling confidential information in line with the firms data security protocols   **Key responsibilities**   * Answered variety of questions concerning Merchandise availability, special deals, features and use explained demonstrated the use/benefits of merchandise * Communicated with vendors and received deliveries from suppliers |
| English - Excellent  Hindi - Excellent  Malayalam - Excellent  **PERSONAL DETAILS**  DOB : 07-02-1991  Marital Status : Single | * Monitored inventory periodically, maintain stock and showcased Merchandise kept Merchandise updated and neat in display areas. * Attracted potential customers to company's promotion and advertisement * Professional Accountant with 1 year experience and 1year experience in front office administration * Proven record of developing new business sales, reaching sales objectives and creating customer base   **ACCOUNTANT TRAINEE (1 YEAR)**  IPA ACCOUNTS INSTITUTE, TIRUR, KERALA   * Preparation and Maintenance of various registers like Purchase Register, Sales Register and Journal register etc. * Preparation of various Accounting Reports like Ageing Analysis, Income & Expenditure Statement, Bank Reconciliation Statement etc. * Task and Target oriented * Ability to think through problems * Business Management, Personality Development, Public Relation   **ACADEMIC QUALIFICATIONS**  **BACHELOR OF BUISINESS ADMINISTRATION**  Delhi govt of NCT  **HIGHER SECONDARY EXAMINATION**  GOVT. KERALA HSE EXAMINATION, KERALA INDIA  **SECONDARY SCHOOL LEAVING CERTIFICATE**  GOVT. OF KERALA PUBLIC EXAMINATIONS, KERALA INDIA  **COMPUTER SKILLS**  **CERTIFIED PROFESSIONAL ACCOUNTING**  TALLY PEACHTREE MICROSOFT EXCEL  **MICRO SOFT OFFICE**  MS WORD MS EXCEL MS POWERPOINT |
|  | **INTERNET APPLICATIONS**  **ACHIEVEMENTS**  **PARTICIPATED STATE CRICKET CHAMPIONSHIP (4 TIMES)**  **DISTRICT LEVEL ARTS FESTIVAL AS SINGER**  C:\Users\Khushali\Documents\OMessenger\Received files\CV_Preview_Logo.jpg  **Gulfjobseeker.com CV No:** **1475796** |