**COVER LETTER**

Dear Sir/Madam,

This letter is to express my interest in the post of Secretary/Office Admin/Accountant Assistant or any related job in Fujairah. I am residing in Fujairah and on Residence Visa. I am available for an immediate joining. Presently I am working as **ADMINISTRATIVE RECEPTIONIST/HR ASSISTANT in a marine construction company**. Also I am well versed in Indian and foreign accounting software’s which includes TALLY, PEACHTREE AND QUICKBOOKS.

I hold a **Degree in Electronics and Communication Engineering** from India. I am a certified software tester. I worked as **software testing Engineer for about 2+ years** in a Multinational IT Company in India and so having good working knowledge of taking a project from the initial requirement stage to the final release stage

I assure you that my knowledge and experience will help me to serve the organization in the best possible ways. I am enclosing my resume for your perusal and looking forward to hear from you soon.

**CURRICULAM VITAE**

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| **CAREER OBJECTIVE** |
| Seeking office administration/Secretarial related profiles to utilize my knowledge and experience in providing administration to contribute to organization’s long term goals. |
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| **TECHNICAL SKILLS** |
| * Working knowledge and experience in **MS Tools: Word, PowerPoint, Excel and Outlook.** |
| * Expert in windows operating system and good typing speed. |
| * Able to do software installations, formatting and updations in computer. |
| * Familiar in using office resources like printer, scanner, fax. |
| * Certified in Indian and foreign accounting software’s includes **TALLY, PEACHTREE and QUICKBOOKS** |
| * Manual Testing in Php, Dot net and Drupal projects. |
| * Knowledge in software Automation tool SAHI and QTP. |
| * Proficient in Bug reporting tools such as Mantis,QC. |
| * Jmeter for performance testing and security testing in Acunetix. |
| * Mobile Testing. |
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| **PERSONAL SKILLS** |
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| * Fluent in English. |
| * Able to work under pressure. |
| * Quick learner and eager to know new technologies in the field. |
| * Capable of managing a team and can be a team player. |
| * Hardworking to attain the goal. |
| * Customer friendly with effective communication**.** |
| * Flexible to handle different job roles and multitasking. |
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| **WORK EXPERIENCE** |
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| **Majestic Marine Engineering FZC, Fujairah** |
| Position: **HR Assistant/ Administrative Receptionist (September 2015 to present)** |
| JOB RESPONSIBILITIES: |
| * In charge of Front office and arranging the client visit. * Preparing factory reports and forwarding to managers. * Attending and preparing Minutes of Meeting. * Provides secretarial support by entering, formatting and printing information; organizing work; answering the telephone inquiries; relaying messages; maintaining equipment and supplies. * Assisting in invoice processing and purchase order updations. * Drafting mails, scanning, filing, sending fax. * Arranging flight tickets to employees. * Assisting in PRO works. * Preparing and maintaining employee personnel file. * Schedules interviews by coordinating appointments. * Welcomes new employees to the organization by conducting orientation. * Assisting in preparing payroll by calculating overtimes, collecting medical certificates, and attendance records. * Submits employee data reports by assembling, preparing and analyzing data. * Maintains employee database up to date. * Keeping track of employees work report by coordinating with supervisors. * Handling insurance process for employees. * Coordinating with all departments in factory to know the work status and requirements. |
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| **Fingent Technology Solutions Private Ltd, Info park Cochin, India** |
| **Position: Test Engineer (September 2012 to August 2014)** |
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| JOB RESPONSIBILITIES: |
| * Preparation of test cases, test scenarios, and test reports. |
| * Software testing for bug reporting. |
| * Application and requirement analysis |
| * Process improvement and documentation. |
| * Ensuring quality in all areas of software development activities. |
| * Contributed to development of the production test environment, including the generation of design documentation, test plans and test procedures. |
| * Security testing. |
| * Oversees the operational or performance test after production launch. |
| * Attends meetings for UAT test overview. |
| * Experience in working on a couple of projects at the one time. |
| * Worked in Linux and Windows. |
| * Testing mobile applications in IPhone, I pad, Tablets. |
| * Training tester trainees in the projects. |
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| **Ezeeclouds Info serves Pvt Ltd, India** |
| **Position: Trainee Test Engineer(March 2012 to July 2012)** |
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| JOB RESPONSIBILITIES: |
| * Testing software to identify and resolve problems from end users perspective. |
| * Writing test cases based on business requirements. |
| * Reporting bugs using mantis. |
| * Worked in Windows operating system. |
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| **CERTIFICATIONS** |
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| * Certified in SOFTWARE TESTING from ASTII, BANGLORE, INDIA. |
| * Certified in Indian and foreign accountancy which includes TALLY, PEACHTREE and QUICKBOOKS from GTEC, INDIA. |
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| **ACADEMIC QUALIFICATIONS** |
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| * **Bachelor of Engineering in Electronics and Communication** from Christian College of Engineering and Technology, Oddanchatram,Tamil nadu,India(Anna University) with an aggregate of 74% in 2011. |
| * **Plus Two (HSE)** from Cherupushpam Girls Higher Secondary School, Palakkad, Kerala, India with an aggregate of 78% in 2007. |
| * **SSLC** from Cherupushpam Girls High School, Palakkad, Kerala, India with an aggregate of 93% in 2005. |
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| **PERSONAL PROFILE** |
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| Date of Birth : 29-01-1990 |
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| Nationality : Indian |
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| Visa status : Husband Visa |
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| Marital Status : Married |
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| Languages Known : English, Malayalam, Hindi, Tamil |
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| **First Name of Application CV No:** **1669296**  Whatsapp Mobile: +971504753686  New_logo.gif |
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