**Personal Information**

|  |  |
| --- | --- |
| Gender  **Female**  Date Of Birth  **12thNovember 1985**  Nationality  **Indian**  Family Status  **Married and one kid**  Visa  **Husband visa**  **Language Proficiency**  **English**  Read, write and speak  **Hindi**  Read, write and speak  **Malayalam**  Read, write and speak (native)  **Tamil**  Speak |  |

**Summary**

Committed and motivated Office Assistant with exceptional customer service and decision making skills. Strong work ethic, professional demeanour and great initiative. Proficient at quickly learning new procedures. Able to handle multitask while remaining professional and courteous in fast-paced dynamic environments.

**Highlights:**

* Office organization Schedule management
* Documentation Problem resolution
* Staff motivation Flexible
* Report generation Dedicated team player
* Coordination Personable

**Objective**

I am currently looking for a long term, challenging position with a reputed organization, that offers growth based on dedication and proven ability. The ideal position would offer long-term commitment conductive to professional growth and achievement.

**Educational Qualification**

MBA (HR- FINANCE) - M.G University

B.COM (cooperation) - Kerala University

**Professional Qualification**

**Computer Knowledge**

**Tally 7.2+**

**MS Windows XP**

**MS Access, Notepad**

**MS Excel,**

**MS PowerPoint**

**MS Outlook Express** &

**Internet Access.**

**Passport Details**

Passport number

**L7779728**

Date of issue

**18/03/2014**

Date of expiry

**17/03/2024**

Place of issue

**Trivandrum**

Diploma in Aviation, Hospitality and Travel Management (Frankfinn)

* Airline Customer Handling and Hospitality Management.
* Training on Galileo - a Computerised Reservation System (CRS) for Travel Industry.
* Training on Fidelio - a Computerised Reservation System (CRS) for Hotel Reservations.
* Training on English Edge - the most effective English programme conducted in association with BBC Active.

**Additional Qualification**

BEC

**Career Summary**

**December 2013 - February 2016**

**Automobiles Pvt Ltd**

Administrative Assistant

* Run company’s errands to post office and office supply store
* Manage calendar for Managing Director.
* Responsible for maintaining the records of office inventory.
* Distributing the stationary as per the requirements of departments and keeping the record.
* Motivating the employees
* Provide general administrative and clerical support including mailing, scanning, faxing and copying to management.
* Coordinating with the dealers and customers.
* Responsible for checking the cleanliness of office.
* Maintaining personal files of employees.
* Attendance management.

**June 2011 – September 2013**

**Motor Co. Pvt. Ltd**

Front Office and Customer Management

* Updating the attendance details.
* Recording the booking details.
* Customer service and solving customer grievances.
* Attending calls and updating mails.
* In and out register management.
* Voucher and receipts management.

**August 2010 – February 2011**

**Fincorp Pvt Ltd**

Officer cum Joint Custodian

* Responsible for verifying the purity of gold and locker operations.
* Plays the role of cashier.
* Prepare and maintained customer records.
* Ensure timely intimation of renewals to customer.
* Provide necessary document for auditing and gold inspection.
* Give necessary support to employees to implement and carry out branch related activities.
* Directly reporting to the Branch Manager

**First Name of Application CV No:** **1702698**

Whatsapp Mobile: +971504753686

