[**SULSILA.290243@2freemail.com**](mailto:SULSILA.290243@2freemail.com)

# PERSONAL SUMMARY

**SULSILA**



**Personal Data:**

DOB : 06th-Feb-1994

Marital Status : SINGLE

Nationality : INDIAN

Address : **Near Mega Mall, Sharjah**

UAE Driving License : Yes

**Languages Known:**

English, Hindi, Tamil, Malayalam.

An enthusiastic Management Student with the necessary knowledge and determination needed to resolve complex marketing and management issues.I have a proven track record of managing and maintaining Accounts and desktops in preparing Salary sheets, WPS, Payroll and adopt a meticulous approach to ensure the smooth-running of business operation.

Now looking for a new and challenging Administrator position, one which will make best use of my existing skills and experience and also further my development, I enjoy closely following the latest changes in technology and apply this to my duties wherever relevant.

# KEY SKILLS

* Active Administration skill.
* Microsoft Exchange Management.
* Configuring balance sheet and presentations.
* Preparation of salary files, WPS.
* Good communicating skill.
* Experience of: VMWare, Microsoft Windows Server (2003, 2008R2, 2012), Microsoft Office Products.
* Capable to convince the customers.

# ACADEMIC QUALIFICATION

* **IATA course (Skyline University Sharjah)**
* **Bachelor’s Degree – (2012-2015)**

***BACHELOR OF BUSINESS AND ADMINISTRATION (BBA***

**AMITY UNIVERSITY, Dubai Academic City, Dubai.**

* **Passed 12th Grade**

**Sharjah Indian School,Sharjah, United Arab Emirates.**

* **Passed 10th Grade**

**Nirmala Bhavan Girls Higher Secondary School, Thiruvananthapuram, Kerala.**

# WORK EXPERIENCE

**Part Time**

**Administrator 2011 to Feb 2014**

***Duties:***

* Microsoft Office – word, excel, access and power point
* Evaluated individual work performance and advised on career development
* Work effectively both as team member and independently
* Assigning file sharing and permission.
* Maximizing profits by controlling labor costs and expenses.
* Checking off and signing invoices and credit notes on a weekly basis.
* Delegate work and give tasks to individuals to do.
* Creating, deleting, and moving of mailbox.
* Working closely with other departments and collaborating with other staff.

# GITEX

* 2014(October – November)
* 2015(March – April)

# ACHIVEVMENTS

* Topped in ABACUS CALCULUS from Bravo Brain
* Topped in Rangoli Design
* Participated in Stage programs
* Topped in Amity workshop