***VINITHA NAIR***

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| ***CAREER OBJECTIVE*** |

Dedicated and focused ***Administrative Assistant / Office Assistant*** who excels at prioritizing, completing multiple tasks simultaneously to achieve project goals. Experience in handling ***Accounts***, by entering day to day transactions in Tally 9. Also worked as ***Sales Executive*** who has excellent interpersonal skill and capable of manipulating customer. Flexible and hardworking with strong drive to success.

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| ***SKILLS*** |

* Able to handle a multitude of tasks in an intense, ever changing environment,
* Strong Interpersonal and problem solving abilities,
* Proficient in MS-Office,
* Have an organized approach and excellent time management,
* Maintaining transactions in Tally ERP 9,

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| ***STRENGHTS*** | |
| * Highly Responsible and reliable. |
| * Time management * Willing to learn as well as a quick learner, * Good listener, * Pleasing personality, * Attentive and organized.  |  |  |  | | --- | --- | --- | | *EDUCATION* | | | | **•** | 2014 - MBA in Human Resource Management from Sikkim Manipal University, Udaipur (Rajasthan) | ***SEM 1 – 62.1%***  ***SEM 2 – 56.8%***  ***SEM 3 – 55.5%***  ***SEM 4 – 65.4%*** | | **•** | 2011 - BCA from MCRPV University, Bhopal (MP) | ***70.26 %*** | | **•** | 2008 - Class 12th from Kendriya Vidyalaya Sangathan, Satna(MP) | ***58.6 %*** | | **•** | 2006 - Class 10th from Kendriya Vidyalaya Sangathan, Satna(MP) | ***58.8%*** | |  |

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| *Work Experience* | | |
|  | ***M/s Ankit Chirag Developers, India***  ***(A Unit of Vilas Group)***  ***Designation :- Office Assistant cum Accountant***  ***Job Description*: -** Was working as an Office Assistant with a real estate group, handling overall responsibilities.  ***Key Responsibilities***:   * Answering phone calls and transferring to the appropriate member, * Maintaining Day Book, * Maintaining day to day transactions in Tally-9, * Maintaining hard copies and ensure up to date files and ensure its proper organization to be able to provide quickly upon request, * Provide office supplies and maintain adequate stocks. * Update and maintain database such as mailing lists, contact lists and client information.   ***M/s Hajee A.P. Bava & Co. Constructions Pvt. Ltd, India***  ***Designation:- Office Assistant (Legal Department) cum Receptionist***  ***Job Description***: - Was working as an Office Assistant in Legal Department and also handling Reception.  ***Key Responsibilities:***   * Handling Reception (Front office), * Maintaining purchase detail, CENVAT, Service tax details and entering invoice detail in MS Excel, * Weekly reconciliation of Bills in Tally, * Drafting Letters, Generating Online Forms, * Co-ordinate and process incoming and outgoing internal and external mail daily, * Assist in document filing, scanning and general clerical duties, * Record file and track all outgoing and incoming courier, * Assist with document control, monitoring, recording and filing of documents.   ***Rajavalsam Suzuki Pvt. Ltd., Alapuzha, India***  ***Designation : Sales Executive***  ***Job Description*: -** Worked as a Sales Executive in a Suzuki Motorbike Dealer, completing 12-15 deals per month.  ***Key Responsibilities :***   * Active communication with customers and coordinating between the Sales Logistics and finance departments to ensure order execution, * Respond to customer enquiries, promote our product and follow up on quotations, * Monthly marketing campaigns and promotional efforts , * Resolve customer complaints, grievances and coordinate after sales support, * Maintaining customer records and report the same to the Sales department. | July 2012-March 2013  April 2013-August 2014  April 2015- December 2015 |

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| ***Personal Profile*** | |
| D.O.B. | 03.02.1990 |
| Age | 26 |
| Marital Status | Married |
| Languages Known | English, Hindi, Malayalam |

**Job Seeker First Name / CV No: 1837044**

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