

**REENA**

**Reena.328764@2freemail.com**

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| **EXPERIENCE SUMMARY** |

* Overall ten years of experience in **accounts** and **back office/ administration** support
* Exposure in Private, Central Govt. and Hospital serviced
* Accounts
* Updating day to day transactions
* Billing
* Administering payrolls and controlling income and expenditure
* Working with spreadsheets, sales and purchase ledgers and journals
* Purchase verification
* Prepares and maintains receipt and payment records
* Maintaining bank related documents, reconciliation statements, profitability statement and other accounting records
* Provide accounting and clerical support to the accounting department
* Back office/Admn. support
* Maintaining confidentiality of document and papers of the organization
* Mainly dealing with MSO suits, such as MSO Word, Powerpoint,
Excel and Visio
* Maintain files and records
* Professionally used the computer for technical document generation, chart creation and data entry
* Purchasing and maintaining office equipment
* Office management
* Quality check for production process
* Giving training to new joiners

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| **COMPUTER / TECHNICAL KNOWLEDGE** |

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| * MS Office (MS Word, Excel, Power Point& Visio)
* Tally
* Page Maker
* Internet Applications
 | * Typewriting English Higher & Malayalam Lower
* Having a typing speed over 60wpm
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| **ACADEMICDETAILS** |

* Bachelor of Commerce from University of Kerala, India – 2005

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| **PROFESSIONAL EXPERIENCES** |

**M/s Lifecare Hospital, Al Mafreq workers village**

**Baniyas, Abu Dhabi (Accredited by ISO 15189-2012 DAC) and JCIA**

Role : Laboratory Clerk

Period : 17.06.2015

**M/s Ernst & Young, Technopark, Trivandrum**

Role : Document Specialist

Period : 18.07.2011 to 30.05.2014

**M/s K.G. Bhaskaran Nadar Memorial Document Writers Office**

Role : Office Assistant

Period : 22.04.2010 to 14.07.2011

**M/s Compu-Needs IT Solutions Pvt Ltd M/s Compu-Needs**

 **Technopark Communication**

Role : Asst. Manager Accounts Role : Executive - Accounts

Period : 15.09.2006 to 12.07.2008 Period : 15.06.2005 to 14.09.2006

**M/s Vikram Sarabhai Space Centre (Indian Space Research Organisation)**

Role : Office Secretary Role : Apprenticeship Trainee

Period : 23.06.2003 to 11.06.2005 Period : 10.06.2002 to 09.06.2003

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| **PERSONAL DETAILS** |

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| Date of Birth | : | 25/05/1984 |
| Nationality | : | Indian |
| Marital Status | : | Married |
| Languages | : | English, Hindi, Malayalam |