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**MADHUSHREE MV – CV No. 1996734**

# ABOUT MYSELF

I would like to introduce myself as honest, sincere and fully committed person. I always work with best of my abilities and efforts with full determination and commitment.

# CAREER OBJECTIVES

To be associated with a visionary organization, with committed and dedicated people, which will help me to explore and utilize my employability for the development of the firm and be a keen part of the team that dynamically works towards the growth of the organization.

# KEY SKILLS

* Proficient in MS Word, MS Excel, MS Powerpoint.
* Goal oriented.
* Emphasis on quality and accuracy.
* Excellent communication & interpersonal skills.
* Strong analytical & problem solving skills.
* Can work under pressure.
* Time management.
* Meet demanding deadlines.
* Proactive and accurate in work.
* Fast learner.

**EDUCATIONAL QUALIFICATIONS**

* **Bachelor of Computer Application**

**2011-2014 –** Srinivas InstituteOf Management Studies(SIMS), MANGALORE.

* **12th or HSE in Science**

**2009-2011 –** Govt. Higher Secondary School, kamballur, Kerala.

* **10th or SSLC**

**2009 –** St. Joseph’s High School, Belgaum, Karnataka.

# PROJECT UNDERTAKEN

During **BCA:**

* TOPIC- **LOGISTICS MANAGEMENT**

INSTITUTE- SOFTEND INSTITUTE

Duration – 4 months

# EXTRA CURRICULAR ACTIVITIES

* Participation in various competitions at college level.
* Participation in various extempore at school level.

# COMPUTER and TECHNICAL SKILLS

* Operating Systems: Windows 2007
* Languages: C++,Java and C
* Web Technologies: HTML
* Databases: Basics of MS SQL Server 2000
* Tools: MS Office.

# WORK EXPERIENCE

 **Sharjah.**

Profile : Office Administrative

Tenure : **6** Months(18/05/2014—22/11/2014).

* Assists office staff in maintaining files and databases.
* Prepares reports, presentations and memorandum.
* Assigns jobs and duties to office staff as needed.
* Monitors office operations.
* Schedules appointments and meetings for executives and upper level staff.
* Manages staff schedules.
* Tracks office supply inventory and approves supply orders.
* Supervises all administrative personnel.
* Assist to keep track of annual leaves and business trips.
* Answering and forwarding of phone calls, taking messages, communicating and tracking.
* Preparing cash, cheque vouchers.
* Preparing invoices and quotations.

# PERSONAL DETAILS

Date of Birth : 03/08/1992

Marital Status :   Married

Nationality          :   Indian

Languages Known :   English, Hindi, Malayalam, Marathi, Kannada & Tamil

Issue Date : 21/04/2014

Expiry Date : 20/04/2024

Visa Status : Spouse visa

Availability : Immediate

Hobbies : Playing Caroms, Music & Internet Surfing.

# REFERENCE

Thaha Chittarayil

Audit manager

New York Accounts records, Sharjah- UAE

0555057305

Dileep Kumar. K

Senior Supervisor

Barloworld Logistics, Jebel Ali Free zone –UAE

0551425750

# DECLARATION

I sincerely believe in team spirit, hard work and loyalty, I hope these particulars in the attached resume are in the time with your requirements and opportunity would be provided to prove my worth.

Place : SHARJAH **MADHUSHREE**

Date :11/01/2017

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| **MADHUSHREE MV – CV No. 1996734**To interview this candidate, please send your company name, vacancy and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on cvcontacts@gulfjobseekers.comWe will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |