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| **Manju Jose – 2007996**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 email: cvcontacts@gulfjobseekers.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |

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**SYNOPSIS**

***Highly Efficient & tactful professional MBA (HR&MARKETING) offering 3years of experience aspiring for a suitable role with an organization of high repute***

* **Conversant with MS Office,Excel, Photoshop.**
* **Hands on experience in handling Accounts, HR&Admin.**
* **Good interpersonal and analysing skills.**
* **Ability to handle pressure and work on tight deadlines.**
* **Having an efficient way of Handling Problems.**

**CORE STRENGTHS**

* **Good listener and active problem solving skills**
* **Good interpersonal and analysing skills**
* **Ability to handle pressure and work on tight deadlines**
* **Having an efficient way of Handling Problems.**

**EMPLOYMENT CHRONICLE**

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| **DESIGNATION & ORGANIZATION** | **DURATION** |
| **Finance Executive-LAMCY HYPER MARKET,Oachira** | **June 2014 – November 2016** |
| **Accountant cum Office Admin –LYRIC DESIGNS,Kayamkulam** | **2013 to 2014** |

**Key Deliverables:**

**Finance executive**

**Reporting to: finance manager**

* Maintenance of attendance systems, stock records, purchase and sales record etc. Purchase of stationery, printing items etc.
* Periodic scrutiny of debtors and creditors ledger.
* Handling the tasks of dealing with customer queries .Preparation of quotations according to the sales team requirement.
* Responsible for maintaining files of sales invoice, Performa invoice and purchase orders.
* Preparation of payroll for the Department.
* Responsible in recording all payment of clients based on their Statement of Accounts.
* Preparation of Schedule of Accounts Receivables including invoices or statement of Accounts for the customers and Aging Accounts Receivables.
* Handled Accounts payables including preparation of voucher,monitored scheduled of payments & processed payments for the suppliers.

**As Accountant cum admin executive**

 **Reporting to: manager**

* Meeting and greeting clients
* Booking meetings
* Arranging couriers
* Keeping the reception area tidy
* Answering and forwarding phone calls
* Screening phone calls
* Sorting and distributing post
* Maintenance of attendance systems, stock records, purchase and sales record etc. Purchase of stationery, printing items etc.
* Periodic scrutiny of debtors and creditors ledger.
* Handling the tasks of dealing with customer queries .Preparation of quotations according to the sales team requirement.
* Responsible for maintaining files of sales invoice, Performa invoice and purchase orders.
* Preparation of payroll for the Department.

**SEMINARS ATTENDED & PROJECT EXECUTED**

* Undergone an organizational study at Prabhuram Mills, Kotta.
* Done a mini project at FCI OEN, Ernakulum.
* Main project on Kerala Balers Pvt Ltd, Alappuzha

**ACADEMIA & OTHER CERTIFICATIONS**

* **MBA (HR & MARKETING)** from **Mount Zion College Of Engineering,**

**M.G University in2014.**

* **B. com with Computer Application** from **Amrita Vishwa Vidyapeetham,**

**Amrita University in 2011.**

* **Plus two from St: Mary’s Higher Secondary School, kerala boarad in 2008.**
* **S.S.L.C** from **Angels Arc English Medium School in CBSE 2006.**

**PERSONAL DOSSIER**

**Date of Birth :17June 1989**

**Linguistic Proficiency :English, Malayalam, Hindi**

**Nationality : Indian**

**Sex : Female**

**Marital status : Married**

**Husband name : Anu Joshua**

**Preferred Location : Abu Dhabi / Dubai**

**VISA STATUS**

**Visit visa :** 02/12/2016 to 01/03/2017

**PASSPORT DETAILS**

Date of Issue :24/12/2014

Date of Expiry :23/12/2024

Issued from :COCHIN

**Declaration**

I hereby declare that the information furnished above is correct & true to the best of my knowledge and belief.

Place: Abu DhabiManju K Jose

Date: 07/12/2016

Dear sir /Madam

            I am a dynamic MBA (HR & Marketing) andB. com with Computer Application professional interested to continue my career in line with my qualifications.

I have an Accounting and HR background (3 years of experience).

                   Please find the attached copy of my resume for your kind reference. I am now looking for a role in HR AND Accounts Department. Possess good team spirit and can work under pressure. I have a friendly attitude and can take quick decisions with a positive approach.

  I  understand  that  working  for your organization r enquires   a  candidate  who is team  oriented  and  is able to deal with people in  various departments. I am confident that I possess these skills, which will help me to perform the job efficiently and effectively.

My goal is to transit my enthusiasm, creativity & experience into a position, where I continue to provide the strategic and tactical leadership critical to retaining valued customers of an organization. I am certain that my presence in your team will prove to be beneficial to your organization. As such, I would welcome an opportunity to speak with you to evaluate your needs & share my ideas.

Thanking you.

Sincerely,

MANJU K JOSE

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