** Sriram**

**Sriram.340731@2freemail.com**

**CURRICULUM VITAE**

**OBJECTIVE:**

To associate with a well-established organization that provides me enthusiastic environment to work creatively and collectively for the growth of the organization

**EDUCATION / QUALIFICATIONS:**

|  |  |
| --- | --- |
| **Qualifications** | **Bachelor Degree of Accounts (B.com) Computers Discontinued**  |
|  | Narendra Degree college, Metpally, Andhra Pradesh, India  |
|   |   |
| **Diploma in Computer Applications Training (DCA)** |
| S3 Computers (Authorized training Centre for MJPIE, Metpally) Karimnagar, Andhra Pradesh, India  |
|   |
|  | **Intermediate of Commers, Economics, Computers (CEC)** Narendra Junior college, Metpally, Andhra Pradesh, India**Accounting as a System Operator in Income Tax Office** GoverdhanaMaruthi Tax Cosultant, Metpally, Andhra Pradesh India |

**Skills:**

* Strong organizational, administrative and analytical skills.
* Excellent spelling, Proofreading and computer skills.
* Ability to maintain confidentiality.
* Excellent working knowledge of all Microsoft Office packages.
* Having good typing skills.
* Ability to produce consistently accurate work even whilst under pressure.
* Ability to multi task and manage conflicting demands.
* Proven ability in staff management.
* Ability to maintain good relationships with partners and customers.
* Good IT skills Word, Excel, Email and Internet.
* Self-motivated, proactive & hardworking.
* Smart, presentable appearance.
* Excellent telephone manner.
* Well presented, articulate and a good communicator.
* Ability to type at least 70+ wpm
* Languages: English, Hindi and Telugu.

**Employment Summary:**

**(16st May, 2015 – 22nd Sep, 2016):**

**Position : Office Assistant & Admin work**

**Company : Abu Dhabi National Hotels (ADNH),**

 **At Abu Dhabi International Airport, UAE.**

**Responsibilities:**

* Meeting and greeting clients and visitors to the office.
* Typing documents and distributing memos.
* Supervising the work of office juniors and assigning work for them.
* Handling incoming / outgoing calls.
* Faxing, printing, photocopying, filing and scanning.
* Monitoring inventory, office stock and ordering supplies as necessary.
* Responsible for purchase order.
* Raising of purchase order and invoice tracking.
* Creating and modifying documents using Microsoft Office.
* Setting up and coordinating meeting and conferences.
* Updating, processing and filing of all documents

**(12th Oct, 2013 – 15th May, 2015):**

**Position : Messenger and Security Pass Handling**

**Company : Abu Dhabi National Hotels (ADNH),**

 **At Abu Dhabi International Airport, UAE**

**Responsibilities:**

* Providing general administrative support to colleagues & the Office Manager.
* Answering the phone and forwarding callers on to relevant staff.
* Dealing with all general emails & incoming calls on behalf of the department.
* Collecting outgoing post for franking.
* Collecting & sorting out the post.
* Checking that paper is filled up in photocopiers/fax machines.
* Collecting and signing for deliveries from couriers.
* Accurate data entry and keeping of records.
* Photocopying & printing large batches of documentation.
* Greeting visitors to the in a professional and friendly manner.
* Ensuring that meeting rooms re equipped with flipcharts, pens etc.
* Going to the bank and depositing check’s.
* Responding for the ordering of stationery, Printing and photocopier supplies.

**Visit Visa Status:**

* **From** **14-Jan-2017 to 13-Feb-2017**

**Personal Details:**

Name : Alala

Nationality : Indian

Date of Birth : April 02, 1993

Marital Status : Single

**DECLARATION**

I hereby declare that above mentioned information is authentic to the best of my knowledge.