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| **Libina**  [**Libina.346630@2freemail.com**](mailto:Libina.346630@2freemail.com)      **Hobbies**  Traveling  Reading  Listening music | |  | | --- | | CURRICULUM VITAE |   **OBJECTIVE**  Intend to build a career with leading corporate of speedy environment  with committed and dedicated people, which will help me to explore myself fully and realize my potential, willing to work as a key player in challenge.  **WORKING EXPERIENCE**  A4M GROUP OF COMPANIES  DUBAI  FROM OCT – 2015 – NOW  Working as Receptionist and Administrator.  Duties And Responsibilities   * Managed receptionist area, including greeting visitors. * Handled phone calls and customers enquire. * Handled employee’s attendance record log on the daily basis. * Track stocks of office supplies and place orders when necessary. * Recorded and entered all customers’ details in spreadsheets. * Prepared sales report. * Takes and delivers messages or transfers calls to voicemail when appropriate personnel are unavailable. * Answer phones multiple phone lines, route calls to appropriate department or individuals. * Telemarketing and Email Marketing. * Digital Social media marketing. * Prepared quotations and invoices, and coordinated with customers. * Handling Petty cash and Maintaining Report.     CANARA BANK  VETTILAPPARA – KERALA  FROM OCT – 2014 TO MAR -2015    Worked As Assi. Accountant  **Duties and responsibilities**   * Prepare accounts-Pass entries in Tally/Other ERP Software. * Keep record of petty cash transactions, tracking bank related   Activities.   * Keep Record of Statutory Related Matters and bank reconciliation. * Online account creation.   EDUCATION BACKGROUND   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Course | Board/University | Year of passing | Specialization | Grade | | TALLY ERP.9 | G-TECH | 2014 |  | A GRADE | | BCA | Mangalore university | 2013-2014 | Computer languages | 70% | | +2 | Kerala | 2010-2011 | Science | 65% | | 10th | Kerala | 2008-2009 | ………. | 75 |   COMPUTER KNOWLEDGE   * Good working experience in Microsoft Office Packages. * Experience in Microsoft Windows Operating Systems (Win 98/XP/Vista/7/). * Good skill in internet applications.     LANGUAGE SKILLS   * English * Hindi * Malayalam * Kannada * Tamil   DECLARATION:  I hereby declare that the above mentioned facts are true to the best of my understanding and belief. |