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|  **Libina****Libina.346630@2freemail.com**  **Hobbies**Traveling Reading Listening music  |

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|  CURRICULUM VITAE |

**OBJECTIVE**Intend to build a career with leading corporate of speedy environmentwith 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 DUBAIFROM OCT – 2015 – NOWWorking 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 BANKVETTILAPPARA – KERALAFROM 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.   |