Priya

Priya.347380@2freemail.com

Multitasked with 3 years experience in Office Administration services.

Bi lingual with expertise in communication in 5 languages.

## Professional Competence

Desire to get good position in career oriented organization. Skilled at building strong team environments to establish healthy relation between management and staff.

## Professional Experience

**Cashier/ Receptionist & Sales (Dec 2014- Dec 2014)**

**Beach Resort & SPA Dubai- UAE**

* Maintaining accounting books (Petty cash, Journal entries, Ledgers)
* Handling Inward & Outward cash flow transactions
* Issuing receipts for payments received from clients
* Sending reminders for due payments
* Filing and retrieval of records
* Handling in bond sales and inquiry calls
* Converting Inquiry calls to sales and referring sales team
* Handling customer service
* Front office management
* Organizing sales visits
* Demonstrating and presenting products
* Establishing new business
* Maintaining accurate records
* Attending trade exhibitions, conferences and meetings
* Reviewing sales performance
* Negotiating contracts and packages
* Aiming to achieve monthly or annual targets.

**Transport Assistant (Dec 2012- Nov 2014)**

**Shanavas Passenger Transport Dubai, UAE**

* Handling pick and Drop of school kids
* To ensure ID card punching at the time of Pick and Drop
* Handling kids with extreme care and ensure service standards met.
* To ensure handover only to parents to authorized persons
* Reporting to school admin manager on day to day basis
* Trained in security measures
* Meeting and greeting parents
* Handling feedback and follow up on resolution

## Professional Qualification

Computer Course in Office and Financial management

Ms Office/ Tally 9

## Educational Qualification

Secondary school certificate (12th Grade)

## Achievements

Frequently achieved reorganization for providing exceptionally good services and recognized for value added services due to multi language communication skill.

## Personal Details

Date of Birth : 26/02/1991

Marital Status : Single

Nationality : Sri Lanka

Qualification : Secondary School Certificate

Languages Known : English, Hindi, Tamil, Malayalam, Singla

Visa Status : Vist Visa Till 20-03-2017

Religion : Hindu

Preferred Location Dubai.

***References and additional information will be provided on requirement.***